

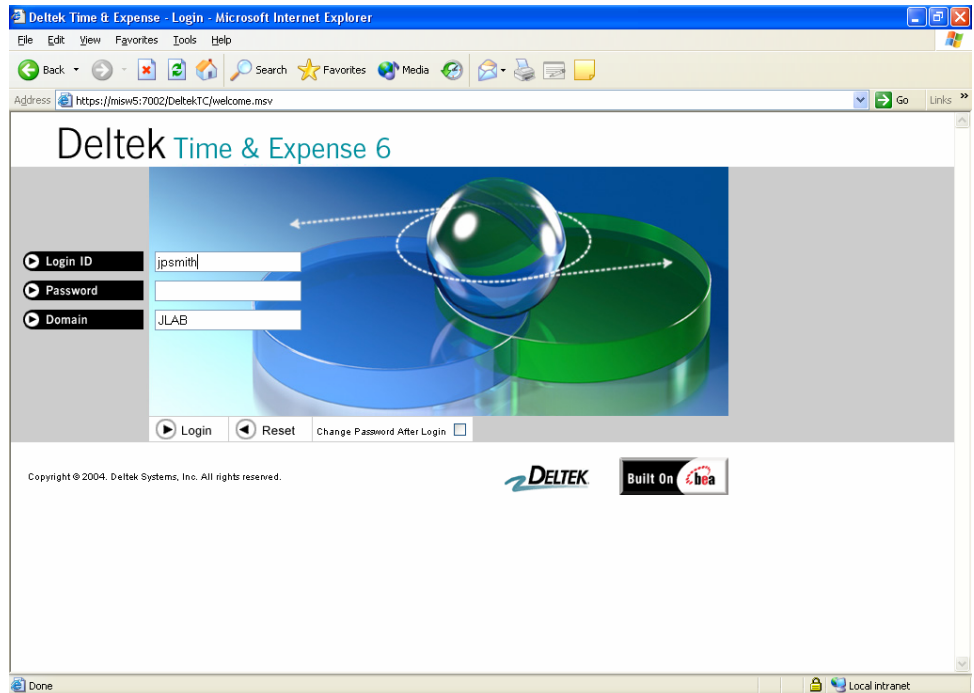
Table of Contents

Logging In	2
Timesheet Entry	
• Getting Started	3
• Project Entry	4
• Time Entry	
○ Exempts Recording Time with Percentages	9
○ Exempts Recording Daily Hours	11
○ Regular Non-Exempts	12
○ Non-Exempt Shift Workers	15
○ Machine Shop (Non-Exempts)	20
○ GSRA's	24
○ Students	26
○ Casuals	29
• Call-in Time (Non-Exempts Only)	33
• Recording Leaves	35
• Recording FMLA	40
• Other Timesheet Line Options	42
Managing Favorites	45
Correcting Timesheets	48
Audit Log	50
Leave Balances	51
Managing MyDesktop	53
Supervisory & Administrative	56
Appendix	
• Timesheet Classes	63
• Timesheet Statuses	64
• Overtime Calculation	65

Logging in

- Login information:**
- **URL:** <https://misw5:7002/DeltekTC/welcome.msv> (don't forget to add this to your favorites)
 - Or type **misportal/time** in your browser address window from the JLab intranet
 - **Login ID:** JLab User Name
 - **Password:** JLab User Password
 - **Domain:** JLAB (ALL CAPS)
 - Login ID and Domain will default in after your first successful login

Login screen

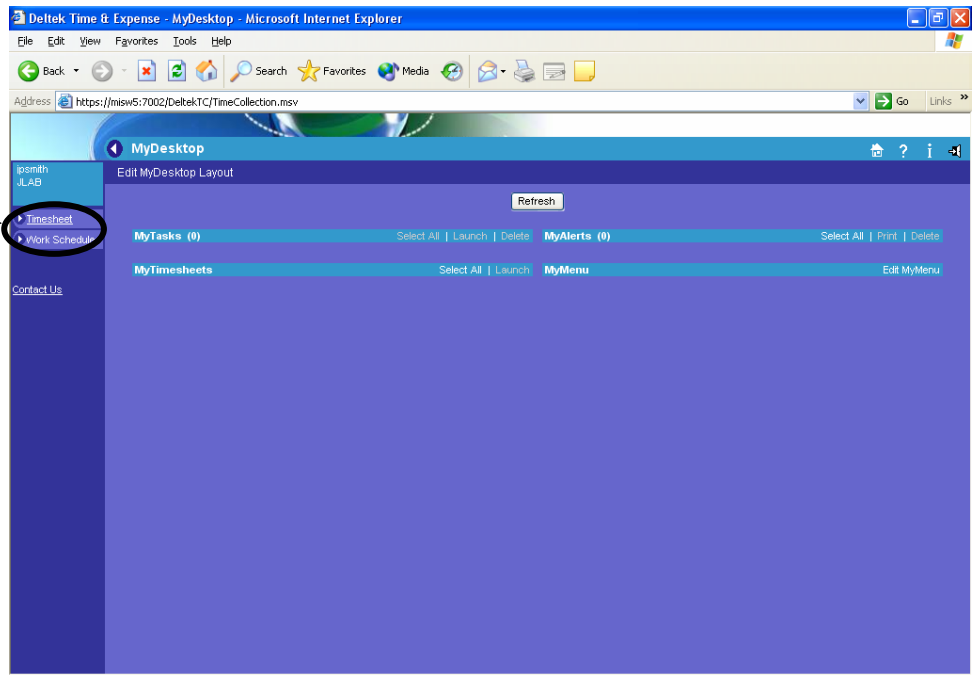


- Currently, you are allowed five invalid login attempts. After that, wait ten minutes and try again. If you still cannot connect to the program, contact us at timesheet@jlab.org.

Timesheet Entry

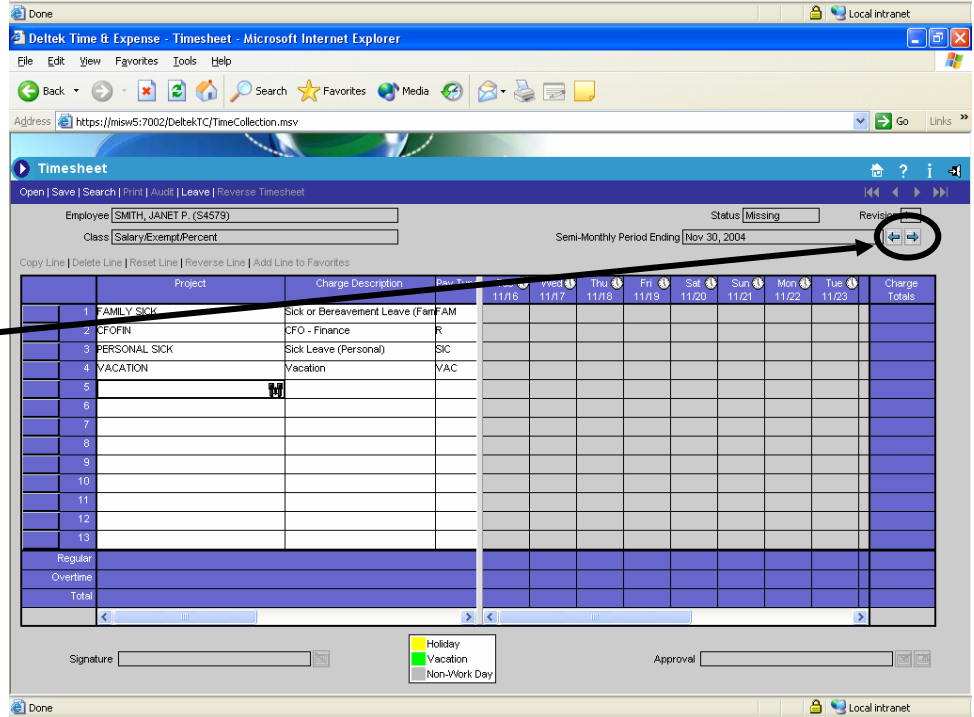
Getting Started

To access your timesheet for the first time, click on the Timesheet Link in the menu on the left-hand side of the screen



Each current employee's timesheet will be populated with projects from the old etr system

To go back and forward from one timesheet period to another, click on the blue arrows to the right of the timesheet date

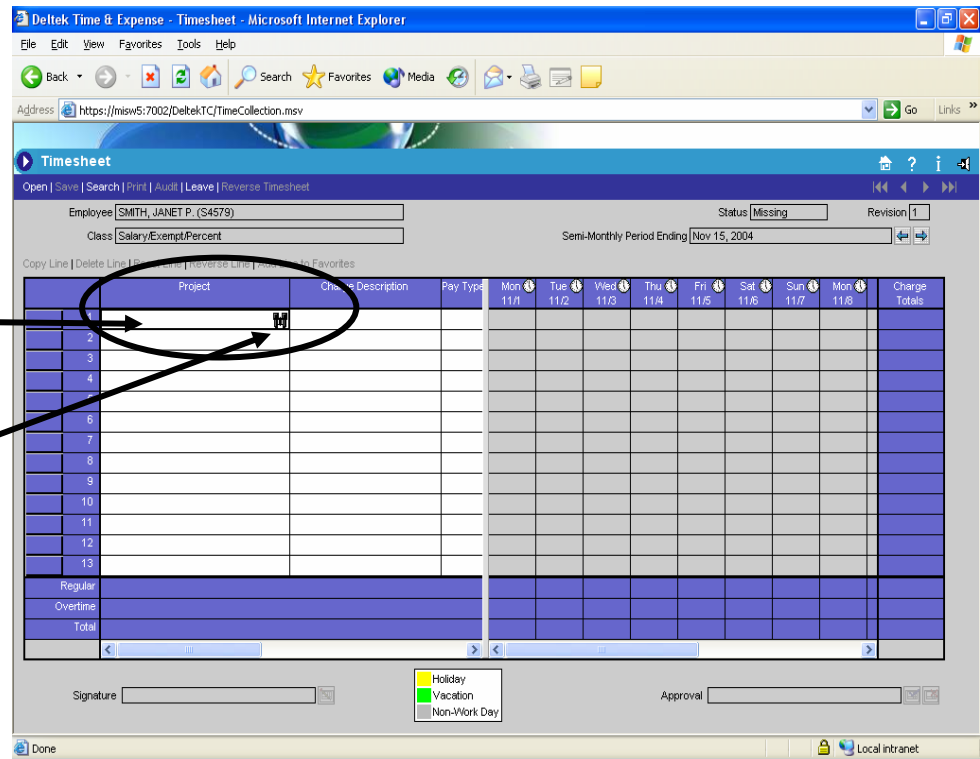


Project Entry

If you need to add a new project to your timesheet, you can either

Type the project abbreviation in the Project column, or

If the abbreviation is not known, click on the binoculars to look up the appropriate project

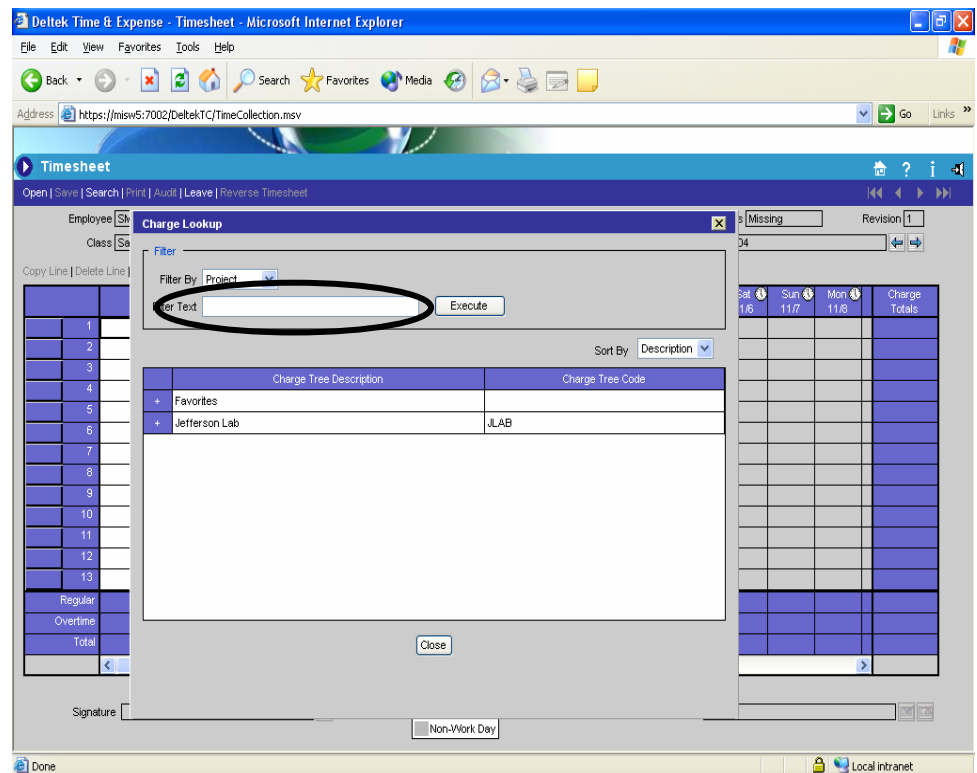


If you look it up, the Charge Lookup window appears

- There are two methods that may be used to look up a project in the Charge Lookup window – Filter Text and Drill Down

Filter Text Option

You can choose what you want to filter by and type in filter text if you know some portion of what you're looking for, i.e. the project abbrev starts with CFO, so you type CFO in the Filter Text and press Execute



Charge Lookup (Filter Text Option)

Key in a portion
of the project
abbrev. that you
want to look up

Press Execute

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee SMITH, JANET P. (S4579) Status Open

Class Charge Lookup

Copy Line | Delete

Filter By Project

Filter Text cfo

Execute

Sort By Description

Charge Tree Description	Charge Tree Code
Jefferson Lab	JLAB

Close

Charge Lookup filter text results

Click on the blue
box in the left-most
column to highlight
the line that has
the appropriate
charge description

Click on the Add to
Timesheet button
(this button will
become active)

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee SMITH, JANET P. (S4579) Status Open

Class Charge Lookup

Copy Line | Delete

Charge Trees

Filter Results

Charge Description	Charge Branch Code	Project	Pay Type	MSHOP #
CFO - Budget	1.08	CFOBUD		
CFO - Finance	1.08	CFOFIN		
CFO - General	1.08	CFOGEN		

Add to Timesheet

Close

Timesheet with lines filled in

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://mlsw5:7002/DeltekTC/TimeCollection.msv>

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee Status Revision

Class Semi-Monthly Period Ending

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	CFOFIN	CFO - Finance									100.0
2	PERSONAL SICK	Sick Leave (Personal)		8.0							8.0
3	FAMILY SICK	Sick or Bereavement Leave (FamFAM)									
4	VACATION	Vacation								8.0	8.0
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular				8.0						8.0	116.0
Overtime											
Total				8.0						8.0	116.0

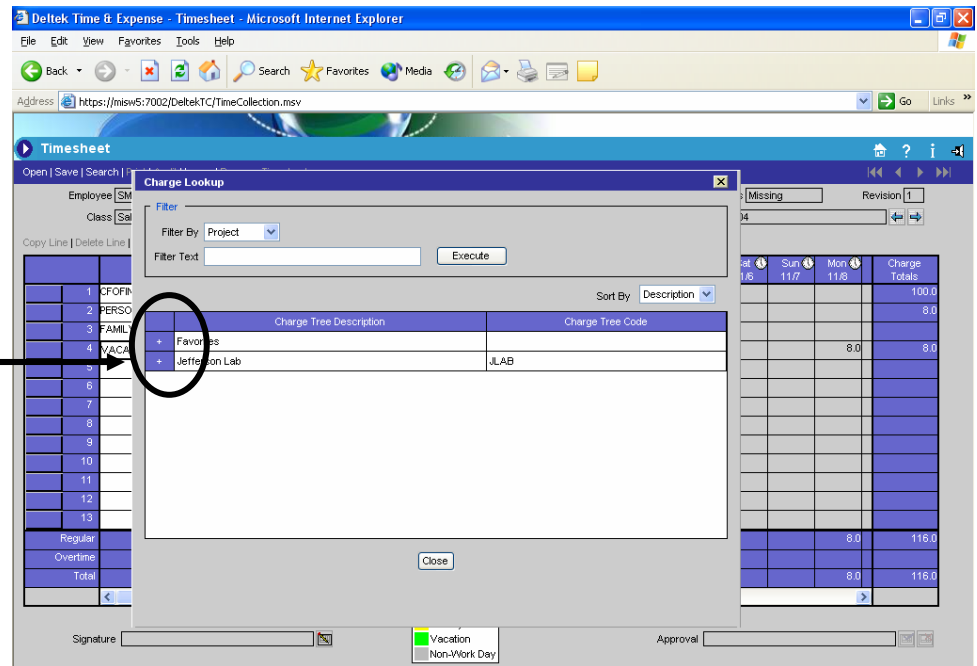
Signature Approval

☐ Holiday
☐ Vacation
☐ Non-Work Day

Done Local intranet

Drill Down Option

To use the drill down option, click the plus sign beside the appropriate category



Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SM

Class: SM

Copy Line | Delete Line

Charge Lookup

Filter By: Project

Filter Text:

Execute

Sort By: Description

Charge Tree Description	Charge Tree Code
+ Favorable	
+ Jefferson Lab	JLAB

Close

Signature:

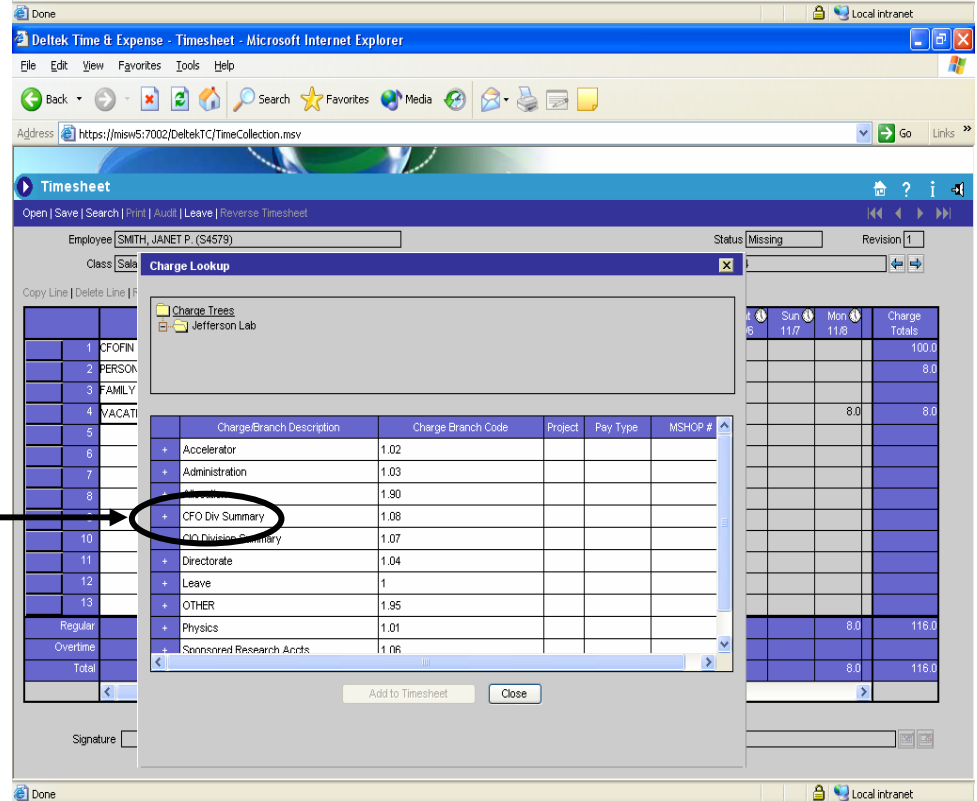
Vacation

Non-Work Day

Approval:

at	Sun 11/7	Mon 11/8	Charge Totals
1/6			100.0
			8.0
		8.0	8.0
			116.0
		8.0	116.0

Keep clicking on the plus sign beside the appropriate category until you get to the charge you are looking for



Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SMITH, JANET P. (S4579)

Class: SM

Copy Line | Delete Line

Charge Lookup

Charge Trees

- Jefferson Lab

Charge/Branch Description	Charge Branch Code	Project	Pay Type	MSHOP #
+ Accelerator	1.02			
+ Administration	1.03			
+ CFO Div Summary	1.07			
+ Directorate	1.04			
+ Leave	1			
+ OTHER	1.95			
+ Physics	1.01			
+ Sonnsend Research And	1.06			

Add to Timesheet

Close

Signature:

Status: Missing

Revision: 1

at	Sun 11/7	Mon 11/8	Charge Totals
1/6			100.0
			8.0
		8.0	8.0
			116.0
		8.0	116.0

Note: To go back up the charge tree click on the link that you want to return to (Not the minus sign or the folder)

Click in the blue box in the left-most column to highlight the line that has the appropriate charge description

Click on the Add to Timesheet button

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 1

Class: Salary Exempt/Percent

Charge Lookup

Charge Branch Description	Charge Branch Code	Project	Pay Type	MSHOP #
CFO - Budget	1.08			
CFO - Finance	1.08	CFOFIN		
CFO - General	1.08	CFOGEN		

Add to Timesheet Close

- Note: The projects are not in alphabetical order by abbreviation, but by project name.

Timesheet with lines filled in

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Salary Exempt/Percent

Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	CFOFIN	R									100.0
2	PERSONAL SICK	SIC		8.0							8.0
3	FAMILY SICK	FAM									8.0
4	VACATION	VAC								8.0	8.0
Regular				8.0						8.0	116.0
Overtime											116.0
Total				8.0						8.0	116.0

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Exempts Recording Time with Percentages

Record all leave
taken by day

Record the
percentage of
hours worked for
each project on
your last day
worked for the
timesheet period.
This will normally
be the day with
white cells unless
you charged leave
for the remainder
of the period.

Note: The total
percentage must
equal 100.

If you need to add
cell notes, click
on the appropriate
notes icon

When you are
finished with the
current day's
timesheet entry or
the timesheet is
complete, click on
save

At the end of the
timesheet period,
click on the sign
button. If your
timesheet passed
all system
validations, you
will be prompted to
enter your system
password;

Otherwise, revise
your timesheet,
then save and click
sign again.

Project	Charge Description	Pay Type	Fri 10/8	Sat 10/9	Sun 10/10	Mon 10/11	Tue 10/12	Wed 10/13	Thu 10/14	Fri 10/15	Charge Totals
2	PERSONAL SICK	Sick Leave (Personal)	8.0								8.0
3	FAMILY SICK	Sick or Bereavement Leave (Fam)					8.0				8.0
4	VACATION	Vacation							8.0		8.0
Regular			8.0				8.0		8.0	100.0	124.0
Overtime											
Total			8.0				8.0		8.0	100.0	124.0

- Continue adding lines until the timesheet is complete
- The Machine Shop # column is valid only for Machine Shop charges

Project	Charge Description	Pay Type	Fri 10/8	Sat 10/9	Sun 10/10	Mon 10/11	Tue 10/12	Wed 10/13	Thu 10/14	Fri 10/15	Charge Totals
1	CFOFIN	CFO - Finance								100.0	100.0
2	PERSONAL SICK	Sick Leave (Personal)	8.0								8.0
3	FAMILY SICK	Sick or Bereavement Leave (Fam)					8.0				8.0
4	VACATION	Vacation							8.0		8.0
Regular			8.0				8.0		8.0	100.0	124.0
Overtime											
Total			8.0				8.0		8.0	100.0	124.0

- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

After the timesheet is signed, you can click on the Current Hour View button to see Entered or Prorated Hours for the timesheet period

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579)

Class: Salary/Exempt/Percent

Current Hour View: Entered

Status: Signed

Revision: 1

Semi-Monthly Period Ending: Oct 15, 2004

Project	Charge Description	Pay Type	Fri 10/8	Sat 10/9	Sun 10/10	Mon 10/11	Tue 10/12	Wed 10/13	Thu 10/14	Fri 10/15	Charge Totals
1 CFOFIN	CFO - Finance	R								100.0	100.0
2 PERSONAL SICK	Sick Leave (Personal)	SIC	8.0								8.0
3 FAMILY SICK	Sick or Bereavement Leave (Family)	FAM				8.0					8.0
4 VACATION	Vacation	VAC					8.0				8.0
Regular			8.0				8.0		8.0		100.0
Overtime											
Total			8.0				8.0		8.0		100.0

Signature: SMITH, JANET P. (S4579)

Approval:

Done

Local intranet

- Entered view shows the actual time entered in blue column on right-hand side of timesheet

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579)

Class: Salary/Exempt/Percent

Current Hour View: Prorated

Status: Signed

Revision: 1

Semi-Monthly Period Ending: Oct 15, 2004

Project	Charge Description	Pay Type	Fri 10/8	Sat 10/9	Sun 10/10	Mon 10/11	Tue 10/12	Wed 10/13	Thu 10/14	Fri 10/15	Charge Totals
1 CFOFIN	CFO - Finance	R								64.0	64.0
2 PERSONAL SICK	Sick Leave (Personal)	SIC	8.0								8.0
3 FAMILY SICK	Sick or Bereavement Leave (Family)	FAM				8.0					8.0
4 VACATION	Vacation	VAC					8.0				8.0
Regular			8.0				8.0		8.0		64.0
Overtime											
Total			8.0				8.0		8.0		64.0

Signature: SMITH, JANET P. (S4579)

Approval:

Done

Local intranet

- Prorated view shows the hours charged to each project based on the percentages entered in the blue column on right-hand side of timesheet

Exempts Recording Daily Hours

Enter the appropriate number of hours each day for each applicable project

Note: The MSHOP# column is valid only for Machine Shop charges

If you need to add cell notes, click on the appropriate notes icon

- Continue adding lines until the timesheet is complete

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

Regular Non-Exempts

Regular Hours

For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

Note: The MSHOP# column is valid only for Machine Shop charges

Employee: SMITH, JANET P. (S4579)
Class: Salary/Non-Exempt
Semi-Monthly Period Ending: Nov 15, 2004

Line	Project	Charge Description	Pay Type	MSHOP #	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Charge Totals
1	VACATION	Vacation	VAC						8.0			8.0
2	CFOFIN	CFO - Finance	R				8.0	8.0				56.0
3	PERSONAL SICK	Sick Leave (Personal)	SIC							8.0		8.0
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular							8.0	8.0	8.0	8.0		72.0
Overtime												
Total							8.0	8.0	8.0	8.0		72.0

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Overtime Hours

For each applicable project on which you worked hours over your normally scheduled hours, either look up and select the "OT" pay type by clicking on the binoculars in the Pay Type column or enter an "OT" in the Pay Type column

Employee: SMITH, JANET P. (S4579)
Class: Salary/Non-Exempt
Semi-Monthly Period Ending: Nov 15, 2004

Line	Project	Charge Description	Pay Type	MSHOP #	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Charge Totals
1	VACATION	Vacation	VAC						8.0			8.0
2	CFOFIN	CFO - Finance	R				8.0	8.0				56.0
3	PERSONAL SICK	Sick Leave (Personal)	SIC							8.0		8.0
4	CFOFIN	CFO - Finance	OT									
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular							8.0	8.0	8.0	8.0		72.0
Overtime												
Total							8.0	8.0	8.0	8.0		72.0

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK

ID	Name
OIN	Call-in Time (Not-Worked)
R	Regular
OT	Overtime

Tab over to the white work day columns and enter the appropriate # of OT hours for each day

If you need to add cell notes, click on the appropriate notes icon

Project	Charge Description	Pay Type	MSHCP #	Sat 11/6	Sun 11/7	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Charge Totals
1	VACATION	VAC						8.0			8.0
2	CFOFIN	R				8.0	8.0				56.0
3	PERSONAL SICK	SIC							8.0		8.0
4	PERSONAL SICK	SIC									8.0
5	PERSONAL SICK	SIC				2.0	2.0				4.0
6											
7											
8											
9											
10											
11											
12											
13											
Regular						8.0	8.0	8.0	8.0		72.0
Overtime						2.0	2.0				4.0
Total						10.0	10.0	8.0	8.0		76.0

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

Non-Exempt Shift Workers

Regular Hours

For each applicable work project, click on the binoculars in the Pay Type column to select the appropriate pay type

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Salary/Shift/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CFOFIN										
2	HOLIDAY										
3	PERSONAL SICK										
4	FAMILY SICK										
5	VACATION										
6											
7											
8											
9											
10											
11											
12											
13											
Regular											
Overtime											
Total											

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

R – regular hours
 RS – regular swing
 RO – regular owl

Click on OK

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Salary/Shift/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CFOFIN										
2	HOLIDAY										
3	PERSONAL SICK										
4	FAMILY SICK										
5	VACATION										
6											
7											
8											
9											
10											
11											
12											
13											
Regular											
Overtime											
Total											

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Pay Type Lookup

Filter: Filter/Sort By: ID Filter Text: _____ Execute

Results:

HOL	Holiday
OT	Overtime
OTO	Overtime Owl Shift
OTS	Overtime Swing Shift
R	Regular
RO	Regular Owl Shift
RS	Regular Swing Shift

OK Cancel

Tab over to the white work day columns and enter the appropriate # of regular hours for each day

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1 CFOFIN	CFO - Finance	RO		8.0	8.0	8.0					24.0
2 HOLIDAY	Holiday Leave	HOL									
3 PERSONAL SICK	Sick Leave (Personal)	SIC									
4 FAMILY SICK	Sick or Bereavement Leave (Family)	FAM									
5 VACATION	Vacation	VAC									
Regular				8.0	8.0	8.0					24.0
Overtime											
Total				8.0	8.0	8.0					24.0

Overtime Hours
For each applicable work project on which you worked hours over your normally scheduled hours, click on the binoculars in the Pay Type column to select the appropriate pay type

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1 CFOFIN	CFO - Finance	RO		8.0	8.0	8.0					24.0
2 HOLIDAY	Holiday Leave	HOL									
3 PERSONAL SICK	Sick Leave (Personal)	SIC									
4 FAMILY SICK	Sick or Bereavement Leave (Family)	FAM									
5 VACATION	Vacation	VAC									
6 CFOFIN	CFO - Finance	RO									
Regular				8.0	8.0	8.0					24.0
Overtime											
Total				8.0	8.0	8.0					24.0

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

OT - Overtime
OTS - OT Swing
OTO - OT Owl

Click on OK

Tab over to the white work day columns and enter the appropriate # of OT hours for each day

If you need to add cell notes, click on the appropriate notes icon

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Salary/Shift/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Pay Type Lookup

Filter/Sort By: ID

Filter Text: Execute

Results:

HLS	Holiday Swing
HOL	Holiday
OT	Overtime
OTO	Overtime Owl Shift
OTS	Overtime Swing Shift
R	Regular
RO	Regular Owl Shift

OK Cancel

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Salary/Shift/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	MS	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	CFOFIN	CFO - Finance	RO	8.0	8.0	8.0						24.0
2	HOLIDAY	Holiday Leave	HOL									
3	PERSONAL SICK	Sick Leave (Personal)	SIC									
4	FAMILY SICK	Sick or Bereavement Leave (Family)	FAM									
5	VACATION	Vacation	VAC									
6	CFOFIN	CFO - Finance	OTO	2.0	2.0	2.0						6.0
7	CFOFIN	CFO - Finance	RS				8.0	8.0				16.0
8	CFOFIN	CFO - Finance	OTS				2.0	2.0				2.0
9												
10												
11												
12												
13												
Regular				8.0	8.0	8.0	8.0	8.0				40.0
Overtime				2.0	2.0	2.0	2.0	2.0				8.0
Total				10.0	10.0	10.0	10.0	8.0				48.0

Signature: Approval:

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

- Note: The MSHOP# column is valid only for Machine Shop charges

For Holiday Hours, click on the binoculars in the project field to lookup the appropriate holiday charge

Charge Lookup Screen

Click on the left-most column to highlight the line that has the appropriate pay type

HOL - normal holiday
HLS - swing holiday
HLO - owl holiday

Tab over to the appropriate day and enter non-work holiday hours

Note: The holiday will be highlighted in yellow

- Continue adding lines until the timesheet is complete

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your system password;

Otherwise, revise your timesheet, then save and click sign again.

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://miv5:7002/DeltekTC/TimeCollection.msv

Timesheet

Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Salary/Shift/Non-Exempt Semi-Monthly Period Ending: Nov 30, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	MSHOP	West 11/24	Thu 11/25	Fri 11/26	Sat 11/27	Sun 11/28	Mon 11/29	Tue 11/30	Charge Totals
1	CFOFIN	CFO - Finance	R								32.0
2	CFOFIN	CFO - Finance	RO						8.0	8.0	24.0
3	CFOFIN	CFO - Finance	OT								4.0
4	CFOFIN	CFO - Finance	OTO							2.0	4.0
5	HOLIDAY OWL	Holiday Owl	HLO		8.0	8.0					16.0
6	PERSONAL SICK	Sick Leave (Personal)	SIC								
7	FAMILY SICK	Sick or Bereavement Leave (Fam)	FAM								
8	VACATION	Vacation	VAC	8.0							16.0
9											
10											
11											
12											
13											
Regular				8.0	8.0	8.0			8.0	8.0	88.0
Overtime										2.0	8.0
Total				8.0	8.0	8.0			8.0	10.0	96.0

Signature: _____ Approval: _____

Legend:
 Holiday
 Vacation
 Non-Work Day

Done Local intranet

- The system will not let you save your timesheet unless you have non-work hours charged for the remainder of the timesheet period.

Machine Shop Non-Exempts

Regular Hours

In the project field, either enter "0000" or look it up using the charge lookup option

Verify that an "R" defaulted in the Pay Type column. If not, type it in

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: [] Status: Missing Revision: 1

Class: Machine Shop/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Su 11/7	Charge Totals
1	FAMILY SICK	Sick or Bereavement Leave (Fam)	FAM									
2	HOLIDAY	Holiday Leave	HOL									
3	LEAVE WITHOUT PAY	Leave Without Pay	LWP									
4	PERSONAL SICK	Sick Leave (Personal)	SIC									
5	VACATION	Vacation	VAC									
6	0000	Machine Shop General	R									
7												
8												
9												
10												
11												
12												
13												
	Regular											
	Overtime											
	Total											

Signature: [] Approval: []

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Done Local intranet

Tab to the MSHOP# column and enter the appropriate Z-number, or click the binoculars in the MSHOP# column to look it up

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: [] Status: Missing Revision: 1

Class: Machine Shop/Non-Exempt Semi-Monthly Period Ending: Oct 31, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	MSHOP #	Sat 10/16	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Charge Totals
1	FAMILY SICK	Sick or Bereavement Leave (Fam)	FAM									
2	HOLIDAY	Holiday Leave	HOL									
3	LEAVE WITHOUT PAY	Leave Without Pay	LWP									
4	PERSONAL SICK	Sick Leave (Personal)	SIC									
5	VACATION	Vacation	VAC									
6	0000	Machine Shop General	R	Z16785								
7												
8												
9												
10												
11												
12												
13												
	Regular											
	Overtime											
	Total											

Signature: [] Approval: []

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Done Local intranet

MSHOP # Lookup screen

To search for the Z Job Number, you can

Enter a portion of the Z-number in the Filter Text and click on Execute, or

Scroll through all the Z-numbers, highlight the job number you want, then click OK

MSHOP # Lookup

Filter: [Filter/Sort By] [Filter Text: Z167] [Execute]

Results:

Job Number	Job Number
Z16781	Job Number Z16781
Z16782	Job Number Z16782
Z16783	Job Number Z16783
Z16784	Job Number Z16784
Z16785	Job Number Z16785
Z16786	Job Number Z16786
Z16787	Job Number Z16787
Z16788	Job Number Z16788

[OK] [Cancel]

Tab over to the daily columns and enter the appropriate # of hours for each day

Overtime Hours

For any Z job number on which you worked hours over your normally scheduled hours, enter "0000" in the project field and either look up and select the "OT" pay type by clicking on the binoculars in the Pay Type column or enter an "OT" in the Pay Type column

Timesheet

Employee: [] Status: Open Revision: 3

Class: Machine Shop/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1 FRINGE	Sick or Bereavement Leave (Fam)	FAM									
2 FRINGE	Holiday Leave	HOL									
3 FRINGE	Leave Without Pay	LWP									
4 FRINGE	Sick Leave (Personal)	SIC									
5 VACATION	Vacation	VAC									
6 0000	Machine Shop General	R	Z16747	2.0	1.0	5.0	1.0	2.0			59.0
7 0000	Machine Shop General	R	Z16785	1.0	5.0	2.0	3.0	2.0			13.0
8 0000	Machine Shop General	R		5.0							5.0
9 0000	Machine Shop General		Z16797		2.0	1.0	4.0	4.0			11.0
10 0000	Machine Shop General	OT	Z16797	0.0		0.0		1.0			1.0
11											
12											
13											
Regular				8.0	8.0	8.0	8.0	6.0			88.0
Overtime								1.0			1.0
Total				8.0	8.0	8.0	8.0	9.0			89.0

Signature: [] Approval: []

Legend: [] Holiday [] Vacation [] Non-Work Day

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: [] Status: Open Revision: 1

Class: Machine Shop/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | A

Pay Type Lookup

Filter: Filter/Sort By: ID Filter Text: [] Execute

Results:

Pay Type	Description
HLO	Holiday Owl
HLS	Holiday Swing
HOL	Holiday
OT	Overtime
REG	Regular
RO	Regular Owl Shift
RS	Regular Swing Shift

OK Cancel

Signature: [] Approval: []

Done Local intranet

Tab over to the white work day columns and enter the appropriate # of OT hours for each day

If you need to add cell notes, click on the appropriate notes icon

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: [] Status: Open Revision: 3

Class: Machine Shop/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	FRINGE	Sick or Bereavement Leave (Fam/FAM)									
2	FRINGE	Holiday Leave									
3	FRINGE	Leave Without Pay									
4	FRINGE	Sick Leave (Personal)									
5	VACATION	Vacation									
6	0000	Machine Shop General	2.0	1.0	5.0	1.0	2.0			8.0	59.0
7	0000	Machine Shop General	1.0	5.0	2.0	3.0	2.0				13.0
8	0000	Machine Shop General	5.0								5.0
9	0000	Machine Shop General		2.0	1.0						11.0
10	0000	Machine Shop General	2.0	1.0							4.0
11											
12											
13											
Regular			8.0	8.0	8.0	8.0	8.0			6.0	88.0
Overtime			2.0		1.0		1.0				4.0
Total			10.0	8.0	9.0	8.0	9.0			6.0	92.0

Signature: [] Approval: []

Done Local intranet

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://inissw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: [Text Box] Status: Open Revision: 1

Class: Salary/Exempt/Daily Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	VACATION	Vacation	VAC				8.0					8.0
2	CFOFIN	CFO - Finance	R						8.0			56.0
3	PERSONAL SICK	Sick Leave (Personal)	SIC		8.0	8.0	0.0	0.0				16.0
4	FAMILY SICK	Sick or Bereavement Leave (FamFAM)						8.0				8.0
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular					8.0	8.0	8.0	8.0	8.0			88.0
Overtime												
Total					8.0	8.0	8.0	8.0	8.0			88.0

Signature: [Text Box] [Sign Button]

Approval: [Text Box] [Approve] [Deny]

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

Done Local intranet

- The system will not let you save your timesheet early unless you have non-work hours charged for the remainder of the timesheet period.

GSRA's

After selecting the appropriate project(s), scroll over to the day that has white cells (either the last day of the timesheet period or the Friday before, if the last day falls on a weekend)

Note: The total percentage must equal 100

If you need to add cell notes, click on the notes icon

- Continue adding lines until the timesheet is complete
- The Machine Shop # column is valid only for Machine Shop charges

When you are finished with the current day's timesheet entry or the timesheet is complete, click on Save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

- The system will not let you save your timesheet early

After the timesheet is signed, you can click on the Current Hour View button to see Entered or Prorated Hours for the timesheet period

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Signed Revision: 1

Class: Graduate/Exempt/Percent

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Sun 11/14	Charge	Total
1 CFOFIN	CFO - Finance	R								100.0	100.0
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular										100.0	100.0
Overtime										100.0	100.0
Total											

Signature: SMITH, JANET P. (S4579) Approval:

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Done Local intranet

- Entered view shows the actual time entered in the blue column on right-hand side of timesheet

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Signed Revision: 1

Class: Graduate/Exempt/Percent

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Sun 11/14	Charge	Total
1 CFOFIN	CFO - Finance	R								44.0	44.0
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular										44.0	44.0
Overtime										44.0	44.0
Total											

Signature: SMITH, JANET P. (S4579) Approval:

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Done Local intranet

- Prorated view shows the hours charged to each project based on the percentages entered in the blue column on the right-hand side of timesheet

Students

Regular Hours

For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

Note: The MSHOP# column is valid only for Machine Shop charges

Overtime Hours

Once you have worked 40 regular hours in a week, record any additional hours to the "OST" pay type

If the pay type is not defaulted in for your current project, you can either type "OST" in the Pay Type column or you can look it up by clicking on the binoculars in the Pay Type column

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: StudentNon-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1 CFOFIN	CFO - Finance	R		10.0	9.0	8.0	8.0	5.0			76.0
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular				10.0	9.0	8.0	8.0	5.0			76.0
Overtime											
Total				10.0	9.0	8.0	8.0	5.0			76.0

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: StudentNon-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1 CFOFIN	CFO - Finance	R		10.0	9.0	8.0	8.0	5.0			76.0
2 CFOFIN	CFO - Finance	OST									
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular				10.0	9.0	8.0	8.0	5.0			76.0
Overtime											
Total				10.0	9.0	8.0	8.0	5.0			76.0

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Student/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | A

Pay Type Lookup

Filter/Sort By: ID Filter Text: Execute

Results:

ID	Name	Regular
OST	Premium OT	
	Regular	

OK Cancel

Signature: Approval:

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

Tab over to the white work day columns and enter the appropriate # of OT hours for each day

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Student/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	MSHCP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1 CFOFIN	CFO - Finance	R		10.0	9.0	8.0	8.0	5.0			76.0
2 CFOFIN	CFO - Finance	OST						3.0			3.0
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular				10.0	9.0	8.0	8.0	5.0			76.0
Overtime								3.0			3.0
Total				10.0	9.0	8.0	8.0	8.0			79.0

Signature: Approval:

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and sign again.

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Student/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CFOFIN	CFO - Finance	R	10.0	9.0	8.0	8.0	5.0			76.0
2	CFOFIN	CFO - Finance	OST					3.0			3.0
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular				10.0	9.0	8.0	8.0	5.0			76.0
Overtime								3.0			3.0
Total				10.0	9.0	8.0	8.0	8.0			79.0

Signature: _____

Approval: _____

Legend: Holiday (yellow), Vacation (green), Non-Work Day (grey)

Done Local intranet

- Note: The system will not let you save your timesheet early

Casuals

Regular Hours

For each applicable work project, verify that a "R" is in the Pay Type column

Tab over to the hours and enter the appropriate # of hours for each day

Note: The MSHOP# column is valid only for Machine Shop charges

Overtime Hours

Once you have worked 40 regular hours in a week, record any additional hours to the "OST" pay type

If the pay type is not defaulted in for your current project, you can either type "OST" in the Pay Type column or you can look it up by clicking on the binoculars in the Pay Type column

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: [] Status: Missing Revision: 1

Class: Casual/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CICMIS	CIO - Mgmt Info Systems	R		10.0	9.0	8.0	8.0	5.0			40.0
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular					10.0	9.0	8.0	8.0	5.0			40.0
Overtime												
Total					10.0	9.0	8.0	8.0	5.0			40.0

Signature: [] Approval: []

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: [] Status: Missing Revision: 1

Class: Casual/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CICMIS	CIO - Mgmt Info Systems	R		10.0	9.0	8.0	8.0	5.0			40.0
2	CICMIS	CIO - Mgmt Info Systems	OST									
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular					10.0	9.0	8.0	8.0	5.0			40.0
Overtime												
Total					10.0	9.0	8.0	8.0	5.0			40.0

Signature: [] Approval: []

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

Pay Type Lookup Screen

Click on the blue box in the left-most column to highlight the line that has the appropriate pay type

Click on OK

Pay Type Lookup

Filter/Sort By: ID

Filter Text:

Execute

Results:

ID	Name	Pay Type
OST	Premium OT	Regular

OK Cancel

Tab over to the white work day columns and enter the appropriate # of OT hours for each day

Timesheet

Employee:

Class: Casual/Non-Exempt

Semi-Monthly Period Ending: Nov 15, 2004

Project	Charge Description	Pay Type	MSHCP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CIO - Mgmt Info Systems	R		10.0	9.0	8.0	8.0	5.0			40.0
2	CIO - Mgmt Info Systems	OST						3.0			3.0
Regular				10.0	9.0	8.0	8.0	5.0			40.0
Overtime								3.0			3.0
Total				10.0	9.0	8.0	8.0	8.0			43.0

- Continue adding lines until the timesheet is complete.

When you are finished with the current day's timesheet entry or the timesheet is complete, click on save

At the end of the timesheet period, click on the sign button. If your timesheet passed all system validations, you will be prompted to enter your password;

Otherwise, revise your timesheet, then save and click sign again.

To monitor the 1000 work hour annual limit for casuals, click on Leave

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://m1sw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: [] Status: Missing Revision: 1

Class: Casual/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CIOMIS	CIO - Mgmt Info Systems	R		10.0	9.0	8.0	8.0	5.0			40.0
2	CIOMIS	CIO - Mgmt Info Systems	OST						3.0			3.0
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular					10.0	9.0	8.0	8.0	5.0			40.0
Overtime									3.0			3.0
Total					10.0	9.0	8.0	8.0	8.0			43.0

Signature: [] Approval: []

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Done Local intranet

- Note: The system will not let you save your timesheet early

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://m1sw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: [] Status: Missing Revision: 1

Class: Casual/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CIOMIS	CIO - Mgmt Info Systems	R		10.0	9.0	8.0	8.0	5.0			40.0
2	CIOMIS	CIO - Mgmt Info Systems	OST						3.0			3.0
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular					10.0	9.0	8.0	8.0	5.0			40.0
Overtime									3.0			3.0
Total					10.0	9.0	8.0	8.0	8.0			43.0

Signature: [] Approval: []

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Done Local intranet

This pop-up screen gives a running balance of the number of work hours available for the remainder of the casual year

Leave

Leave Type: **Casual Leave**

Balance: 174.0000

Date	Type	Hours	Reason
Jun 4, 2004	Beginning Balance	200.0000	
Oct 18, 2004	Taken	-8.0000	
Oct 18, 2004	Taken	-2.0000	
Oct 19, 2004	Taken	-8.0000	
Oct 20, 2004	Taken	-8.0000	

* The leave balance will not include any taken transactions that have not been saved.

Close

Project	Charge Description	Pay Type	MSHOP #	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Charge Totals
1	CIOMIS						8.0	5.0			40.0
2	CIOMIS							3.0			3.0
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular							8.0	5.0			40.0
Overtime								3.0			3.0
Total							8.0	8.0			43.0

Signature: _____

Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

- The balance will not be updated with current casual hours worked until the timesheet is saved

Call-in Time (Non-Exempts Only)

To record call-in time actually worked,

Enter the project on which you were called in

Either enter the appropriate pay type or click on the binoculars in the Pay Type column to look it up

Record call-in hours worked on the correct day

The screenshot shows the Deltek Time & Expense Timesheet interface. The 'Project' column has 'CCEHS' entered. The 'Pay Type' column has 'OT' (Overtime) selected. The 'Hours' column for Saturday, 11/6, has '0.5' entered. The 'Charge Totals' column shows '88.0' for Regular and '0.5' for Overtime, totaling '88.5'.

Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1 CCEHS	Accelerator EH&S		8.0	8.0	8.0	8.0	8.0	0.5		8.0	88.0
2 CCEHS	Accelerator EH	OT									0.5
Regular			8.0	8.0	8.0	8.0	8.0			8.0	88.0
Overtime								0.5			0.5
Total			8.0	8.0	8.0	8.0	8.0	0.5		8.0	88.5

Pay Type Lookup screen

Highlight the appropriate pay type

Click on OK

The screenshot shows the Deltek Time & Expense Timesheet interface with the 'Pay Type Lookup' dialog box open. The dialog box displays a list of pay types, with 'OT' (Overtime) highlighted. The 'OK' button is circled.

ID	Name
CIN	Call-in Time (Not-Worked)
HLO	Holiday Owl
HLS	Holiday Swing
HLS	Holiday
OT	Overtime
OTO	Overtime Owl Shift

To record call-in hours not worked

On a separate timesheet line, enter the project on which you were called in

Either enter CIN in the Pay Type column or click on the binoculars in the Pay Type column to look it up

Highlight the CIN Call-In Time (Not Worked) line

Click on OK

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: [] Status: Missing Revision: 1

Class: Salary/Shift/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Pay Type Lookup

Filter: Filter/Sort By ID Filter Text Execute

Results

ID	Name
CIN	Call-In Time (Not-Worked)
HLS	Holiday Owl
HLS	Holiday Swing
HOL	Holiday
OT	Overtime
OTO	Overtime Owl Shift

OK Cancel

Signature: [] Approval: []

Done Local intranet

Record the call-in hours to be paid (up to two) that were not worked

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Employee: [] Status: Open Revision: 1

Class: Salary/Shift/Non-Exempt Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	Mon 11/8	Tue 11/9	Wed 11/10	Thu 11/11	Fri 11/12	Sat 11/13	Sun 11/14	Mon 11/15	Charge Totals
1 ACCEHS	Accelerator EH&S	R	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	88.0
2 ACCEHS	Accelerator EH&S	OT						0.5			0.5
3 ACCEHS	Accelerator EH&S	CIN						1.5			1.5
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular			8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	88.0
Overtime								2.0			2.0
Total			8.0	8.0	8.0	8.0	8.0	2.0	2.0	8.0	90.0

Signature: [] Approval: []

Done Local intranet

- The CIN pay type is used only if an employee is called in to work and works less than the two hour minimum that is paid for call-ins.

Recording Leaves

When you drill down into the Leave charge branch under the Jefferson Lab charge tree, you will see any leave options available to you

Other Leave from our old etr system has been broken down into more descriptive categories (i.e. Civic Leave, Military Leave, Weather Public Emergency, and Witness for DOE or Other Federal Agency)

Charge/branch description	Charge branch code	Project	Pay type
Civic Leave Other (Blood Dr, Voting, Community Svc, SAR)	1	CIVIC.LEAVE.OTHER	CVL
Holiday Leave	1	HOLIDAY	HOL
Jury Duty	1	JURY DUTY	COR
Leave Without Pay	1	LEAVE WITHOUT PAY	LWP
Military Leave	1	MILITARY LEAVE	ML
Sick Leave (Personal)	1	PERSONAL SICK	SIC
Sick or Bereavement Leave (Family)	1	FAMILY SICK	FAM
Vacation	1	VACATION	VAC
Weather Public Emergency	1	WEATHERPUBLIC EMERG	WPE
Witness for DOE or Other Fed Agency	1	WITNESS.DOE.FED	FED

- The most common types of leave will be preloaded into your favorites

Civic Leave

If you choose Civic Leave, you will be required to enter a comment

If you do not enter a comment, you will receive this error message when saving your timesheet

Note: You will not be able to save your timesheet until you enter a comment

This timesheet did not pass one or more validations. Listed below are warnings or errors that occurred. Saving of the Timesheet can continue with warnings, but any errors must be corrected before the save can continue.

Warnings

Errors

The following charge(s) require comments:
Line 5 - Nov 4, 2004

- Civic Leave should be charged for blood drives, the United Way Day of Caring, voting, etc.

To insert a comment

Click on the cell that requires a comment

Click on notes icon in the cell

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://misw5:7002/DeltekTC/TimeCollection.msv>

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee [SMITH, JANET P. (S4579)] Status [Open] Revision [1]

Class [Salary/Exempt/Percent] Semi-Monthly Period Ending [Nov 15, 2004]

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	VACATION	Vacation	VAC									8.0
2	CFOFIN	CFO - Finance	R									
3	PERSONAL SICK	Sick Leave (Personal)	SIC	8.0	8.0	8.0	0.0					24.0
4	ADOFF	Admin Division Office	R					0.0				
5	CIVIC LEAVE OTHER	Civic Leave Other (Blood Dr. VotiCVL	R				8.0					8.0
6												
7												
8												
9												
10												
11												
12												
13												
	Regular			8.0	8.0	8.0	8.0					40.0
	Overtime											
	Total			8.0	8.0	8.0	8.0					40.0

Signature _____ Approval _____

Legend:
 Holiday
 Vacation
 Non-Work Day

Type your comment

Click OK

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://misw5:7002/DeltekTC/TimeCollection.msv>

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee [SMITH, JANET P. (S4579)] Status [Open] Revision [1]

Class [Salary/Exempt/Percent] Semi-Monthly Period Ending [Nov 15, 2004]

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Cell Comment - Line 5 - 11/4

Blood Drive

OK Cancel

Leave Without Pay

Leave without pay should not be charged until all vacation leave is exhausted, except when an employee is on STD, LTD, or disciplinary leave

If you try to charge leave without pay, except in the above instances, you will receive this error when you sign your timesheet

Click Close

Revise your timesheet, then save and sign

The screenshot shows the 'Sign Timesheet' dialog box. The 'Warnings' section is empty. The 'Errors' section contains the message: 'Cannot charge LWOP unless vacation is exhausted for Nov 2, 2004'. A black circle highlights this error message. A black arrow points from the text 'you will receive this error when you sign your timesheet' to this error. Another black arrow points from the text 'Click Close' to the 'Close' button at the bottom right of the dialog box. The background timesheet shows a list of charges on the left, including VACATION, CFOPIN, PERSONAL SICK, ADOFF, WEATHER/PUBLIC EMERG, LEAVE WITHOUT PAY, and WITNESS DOE FED. The right side shows a summary table with columns for days (Sat 11/6, Sun 11/7, Mon 11/8) and Charge Totals.

Jury Duty

Charge any time spent serving as a juror to Jury Duty

DOE Witness

Charge the Witness for DOE or Other Fed Agency if you are ever subpoenaed to testify for DOE or another Federal Agency

The screenshot shows the 'Charge Lookup' dialog box. It contains a list of charges with columns: Charge branch description, Charge branch code, Project, and Pay type. The 'Jury Duty' entry is circled in black, with an arrow pointing from the text 'Charge any time spent serving as a juror to Jury Duty' to it. The 'Witness for DOE or Other Fed Agency' entry is also circled in black, with an arrow pointing from the text 'Charge the Witness for DOE or Other Fed Agency' to it. The background timesheet shows a list of charges on the left, including VACATION, CFOPIN, PERSONAL SICK, ADOFF, WEATHER/PUBLIC EMERG, LEAVE WITHOUT PAY, and WITNESS DOE FED. The right side shows a summary table with columns for days (Mon 11/8) and Charge Totals.

- If you are subpoenaed to testify for any other case, not related to DOE, then this time should be charged to vacation

Family Sick

Due to contract requirements, charge all sick leave taken to care for an immediate family member or bereavement leave for an immediate family member to the Family Sick project. Any entry to this project requires a cell comment stating the relationship of the sick family member or the relationship of the deceased

The screenshot shows the Deltek Time & Expense Timesheet interface. The employee is SMITH, JANET P. (S4579). The status is Open. The semi-monthly period ending is Nov 15, 2004. The timesheet table shows the following entries:

Line	Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	VACATION	Vacation	VAC									8.0
2	CFOFIN	CFO - Finance	R									
3	PERSONAL SICK	Sick Leave (Personal)	SIC	8.0	8.0	8.0	8.0					32.0
4	FAMILY SICK	Sick or Bereavement Leave (FamFAM)	FAM								8.0	8.0
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular				8.0	8.0	8.0	8.0				8.0	48.0
Overtime												
Total				8.0	8.0	8.0	8.0				8.0	48.0

The cell for the Family Sick entry (Line 4, Mon 11/8) is circled, showing a value of 8.0. A legend at the bottom indicates: Holiday (yellow), Vacation (green), Non-Work Day (grey).

- Note: Immediate family includes parents, spouse, children, siblings, parents-in-law, stepparents, stepchildren, grandparents, or other related persons living in the household of the employee

Enter the cell comment

Click on OK

The screenshot shows the Deltek Time & Expense Timesheet interface. The employee is SMITH, JANET P. (S4579). The status is Missing. The semi-monthly period ending is Oct 15, 2004. The timesheet table shows the following entries:

Line	Project	Charge Description	Pay Type	Tue 10/12	Wed 10/13	Thu 10/14	Fri 10/15	Charge Totals
1	PERSONAL SICK	Sick Leave (Personal)	SIC				100.0	100.0
2	PERSONAL SICK	Sick Leave (Personal)	SIC				8.0	8.0
3	FAMILY SICK	Sick or Bereavement Leave (FamFAM)	FAM	8.0				8.0
4	VACATION	Vacation	VAC				8.0	8.0
5								
6								
7								
8								
9								
10								
11								
12								
13								
Regular				8.0			100.0	124.8
Overtime								
Total				8.0			100.0	124.8

A dialog box titled "Cell Comment - Line 3 - 10/12" is open, showing the text "Son Zachary sick". The OK button is circled. A legend at the bottom indicates: Holiday (yellow), Vacation (green), Non-Work Day (grey).

Holiday

Holidays are highlighted in yellow on employee timesheets

Click on the cell for those days and enter the appropriate hours

The screenshot shows the Deltek Time & Expense Timesheet interface in a Microsoft Internet Explorer browser. The page title is "Deltek Time & Expense - Timesheet - Microsoft Internet Explorer". The address bar shows "https://misw5:7002/DeltekTC/TimeCollection.msv". The interface includes a navigation pane on the left with links like "Timesheet", "Work Schedule", "Configuration", "General Setup", "Time Setup", "Personnel", "Charge Trees", "Inquiries/Reports", "Interfaces", "Utilities", and "Preferences". The main area displays a timesheet for Employee "SMITH, JANET P. (S4579)" with Class "Salary/Exempt/Percent". The "Semi-Monthly Period Ending" is "Nov 30, 2004". The timesheet grid shows days from Monday 11/22 to Sunday 11/28. The "Charge Description" column lists various leave types: "FAMILY SICK", "CFOFIN", "PERSONAL SICK", "VACATION", and "HOLIDAY". The "HOLIDAY" row is highlighted in yellow. The "Charge Totals" column shows "16.0" for the "HOLIDAY" row. A legend at the bottom indicates "Holiday" (yellow), "Vacation" (green), and "Non-Work Day" (grey).

Holiday hours must be recorded on the actual holiday except for full-time exempt personnel who were required to work the entire holiday

In this case only, exempt personnel are eligible for a floating holiday

To record his/her time, the individual's schedule must be changed to reflect the new holiday

This screenshot is similar to the one above, but it shows the "HOLIDAY" row with a circled cell in the "Thu 11/25" column, indicating a floating holiday. The "Charge Totals" column shows "16.0" for the "HOLIDAY" row. The legend at the bottom indicates "Holiday" (yellow), "Vacation" (green), and "Non-Work Day" (grey).

- Please refer to the floating holiday policy for more detail
- Use the Contact Us link on the desktop to request a change in schedule

Recording Family Medical Leave Act (FMLA) Time

Click on the clock for any day on which you have approved FMLA hours

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1
 Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

Line	Project	Description	Charge	Rate	Total
1	FAMILY SICK	Sick or Bereavement Leave (FamFAM	102.0		102.0
2	HOLIDAY	Holiday Leave HOL			
3	CFOFIN	CFO - Finance R			
4	PERSONAL SICK	Sick Leave (Personal) SIC	6.0		6.0
5	VACATION	Vacation VAC	8.0		8.0
6					
7					
8					
9					
10					
11					
12					
13					
Regular			8.0		116.0
Overtime					
Total			8.0		116.0

Enter any personal FMLA hours separately from family FMLA hours

In the comments section, enter the identifying number given to you by Medical Services

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1
 Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

Line	Project	Description	Charge	Rate	Total
1	FAMILY SICK	Sick or Bereavement Leave (FamFAM	102.0		102.0
2	HOLIDAY	Holiday Leave HOL			
3	CFOFIN	CFO - Finance R			
4	PERSONAL SICK	Sick Leave (Personal) SIC	6.0		6.0
5	VACATION	Vacation VAC	8.0		8.0
6					
7					
8					
9					
10					
11					
12					
13					
Regular			8.0		116.0
Overtime					
Total			8.0		116.0

- Disregard the Time In and Time Out information on the right hand side of the Time In/Out pop-up box

**You will receive
this error message
when you try to
sign your
timesheet if you
have not entered a
comment**

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://inissw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line

Sign Timesheet

This timesheet did not pass one or more validations. Listed below are warnings or errors that occurred. Timesheet signing can continue with warnings, but any errors must be corrected before signing can continue.

Warnings

Errors

FMLA error: Nov 2, 2004 has FMLA hours but no comment associated with the hours.

Close

Signature: _____

☒ Vacation ☐ Non-Work Day

Approval: _____

Project	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1 CFOFIN				100.0
2 PERSONAL SICK				8.0
3 FAMILY SICK				
4 VACATION			8.0	8.0
5				
6				
7				
8				
9				
10				
11				
12				
13				
Regular			8.0	116.0
Overtime			8.0	116.0
Total				

Done Local intranet

- For exempt personnel, you may have FMLA hours to record, but you may not have any sick leave recorded (i.e. Doctor's appointment)

Other Timesheet Line Options (Copy, Delete, Reset, and Reverse)

To copy a line

Highlight the line
you wish to copy

Click on Copy Line

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	VACATION	Vacation	VAC									
2	CFOFIN	CFO - Finance	R									
3	PERSONAL SICK	Sick Leave (Personal)	SIC	0.0	0.0	0.0	0.0					
4	ADOFF	Admin Division Office	R					0.0				
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular												
Overtime												
Total												

Signature: _____ Approval: _____

Legend:
 Holiday
 Vacation
 Non-Work Day

To delete a line

Highlight the
line you wish to
delete

Click on Delete
Line

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	VACATION	Vacation	VAC									
2	CFOFIN	CFO - Finance	R									
3	PERSONAL SICK	Sick Leave (Personal)	SIC	0.0	0.0	0.0	0.0					
4	ADOFF	Admin Division Office	R					0.0				
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular												
Overtime												
Total												

Signature: _____ Approval: _____

Legend:
 Holiday
 Vacation
 Non-Work Day

- If you have not already saved the selected line, the delete function will remove the entire line, including cell comments
- If you have already saved the selected line, the delete function will zero out the entered values and make cell comments null

To reset a line

Highlight the line
you wish to reset

Click on Reset Line

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | **Reset Line** | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1 VACATION	Vacation	VAC									
2 CFOFIN	CFO - Finance	R									
3 PERSONAL SICK	Sick Leave (Personal)	SIC	8.0	8.0	8.0	8.0					32.0
4 ADOFF	Admin Division Office	R					0.0				
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular			8.0	8.0	8.0	8.0					32.0
Overtime											
Total			8.0	8.0	8.0	8.0					32.0

Signature: Approval:

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

- If you have not already saved the selected line, the reset function will completely remove the entire line, including cell comments
- If you have already saved the selected line, the reset function will reset the line to the previous values found in the database

To reverse a line

Highlight the line
you wish to
reverse

Click on Reverse
Line

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | **Reverse Line** | Add Line to Favorites

Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1 VACATION	Vacation	VAC									
2 CFOFIN	CFO - Finance	R									
3 PERSONAL SICK	Sick Leave (Personal)	SIC	8.0	8.0	8.0	8.0					32.0
4 ADOFF	Admin Division Office	R					0.0				
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular			8.0	8.0	8.0	8.0					32.0
Overtime											
Total			8.0	8.0	8.0	8.0					32.0

Signature: Approval:

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

- We do not recommend using the reverse line function.

A new line is created showing negative hours to offset the corresponding charges

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 15, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	VACATION	VAC									
2	CFOFIN	R									
3	PERSONAL SICK	SIC	8.0	8.0	8.0	8.0	0.0				32.0
4	ADDOFF	R									
5	PERSONAL SICK	SIC	-8.0	-8.0	-8.0	-8.0					-32.0
6											
7											
8											
9											
10											
11											
12											
13											
Regular											
Overtime											
Total											

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Done Local intranet

- When the timesheet is saved, you will have to provide a revision explanation

Managing Favorites

To add a charge line to your favorites

Click on the left-most blue column to highlight the line you wish to add

Click on Add Line to Favorites

The screenshot shows the 'Timesheet' window for employee SMITH, JANET P. (S4579). The 'Semi-Monthly Period Ending' is Oct 31, 2004. The status is 'Missing'. The interface includes a table with columns for Project, Charge Description, Pay Type, and days of the week. Line 3 is highlighted in blue. The 'Add Line to Favorites' button is circled in the top toolbar.

Line	Project	Charge Description	Pay Type	Sat 10/16	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Charge Totals
1	PERSONAL SICK	Sick Leave (Personal)	SIC									
2	VACATION	Vacation	VAC									
3	CFOFIN	CFO - Finance	R									
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular												
Overtime												
Total												

To view Favorites, click on the binoculars in the project field

The screenshot shows the 'Timesheet' window for employee SMITH, JANET P. (S4579). The 'Semi-Monthly Period Ending' is Nov 15, 2004. The status is 'Open'. The interface includes a table with columns for Project, Charge Description, Pay Type, and days of the week. Line 3 is highlighted in blue. The binoculars icon in the project field is circled.

Line	Project	Charge Description	Pay Type	Mon 11/1	Tue 11/2	Wed 11/3	Thu 11/4	Fri 11/5	Sat 11/6	Sun 11/7	Mon 11/8	Charge Totals
1	VACATION	Vacation	VAC									8.0
2	CFOFIN	CFO - Finance	R									
3	PERSONAL SICK	Sick Leave (Personal)	SIC	8.0	8.0	8.0	8.0					32.0
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular				8.0	8.0	8.0	8.0					40.0
Overtime												
Total				8.0	8.0	8.0	8.0					40.0

Charge Lookup Screen

Drill down to the next level by clicking on the plus sign beside Favorites

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 1

Class: Salary/Exempt

Filter By: Project Filter Text: Jefferson Lab Execute

Charge Tree Description	Charge Tree Code
Jefferson Lab	JLAB

Close

Click on the Load box beside any charges that you wish to appear on your timesheet each time

Click on Update

Employee: SMITH, JANET P. (S4579) Status: Open Revision: 2

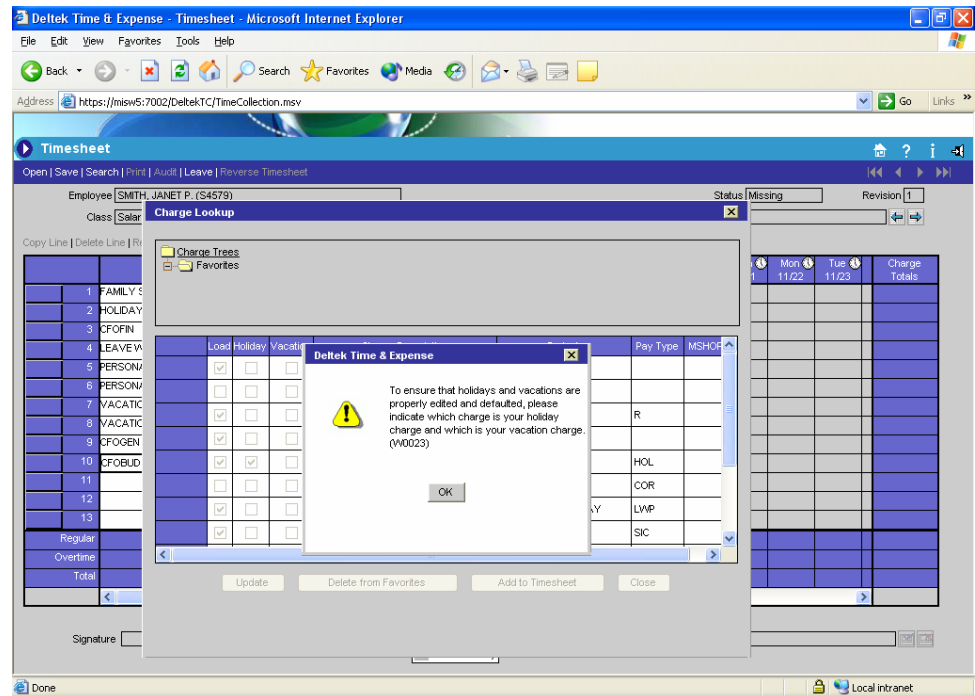
Class: Salary

Load	Holiday	Vacation	Charge Description	Project	Pay Type	MSHOP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CFO - Finance	CFOFIN	R	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holiday Leave	HOLIDAY	HOL	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jury Duty	JURY DUTY	COR	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leave Without Pay	LEAVE WITHOUT PAY	LWOP	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick Leave (Personal)	PERSONAL SICK	SIC	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick or Bereavement Leave (Family)	FAMILY SICK	FAM	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vacation	VACATION	VAC	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vacation	VACATION	VAC	

Update Delete from Favorites Add to Timesheet Close

- The holiday box should only be checked for Holiday Leave(s)
- The vacation box should only be checked for Vacation

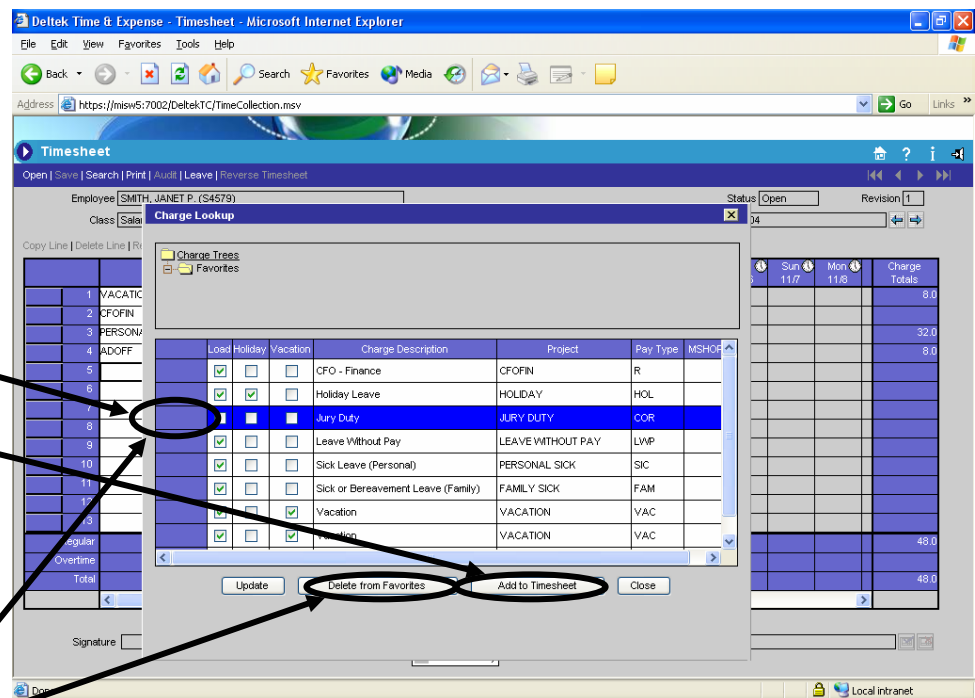
Click on OK when you get this warning pop-up box



- Holiday and Vacation Leaves should already be preloaded into your timesheet

If you want to add a line from favorites to your timesheet for one period only, Highlight the line you wish to add Click Add to Timesheet

If you want to delete a line from favorites, Highlight the line you wish to delete, Click on Delete From Favorites Click on Close when finished



Correcting Timesheets

Click on Reverse Timesheet to correct a timesheet that has already been processed

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://misw5:7002/DeltekTC/TimeCollection.msv>

Timesheet

Open | Save | Search | Print | Audit | **Reverse Timesheet**

Employee: [] Current Hour View: Entered Status: Processed Revision: 3

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Oct 31, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	Sat 10/16	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Charge Totals
1	CFOFIN	CFO - Finance	R									100.0
2		Vacation	VAC					8.0	8.0			16.0
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular								8.0	8.0			116.0
Overtime												
Total								8.0	8.0			116.0

Signature: [] Approval: SMITH, JANET P. (S4579)

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

Done Local intranet

- Processed timesheet hours will show in blue and cannot be edited
- Only the six previous timesheet periods will be open for corrections

Once you have clicked to reverse the timesheet, you will see lines with negatives values that completely reverse the processed timesheet hours

Then the timesheet will display for editing the same timesheet lines and hours as on the processed timesheet

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://misw5:7002/DeltekTC/TimeCollection.msv>

Timesheet

Open | Save | Search | Print | Audit | Leave | **Reverse Timesheet**

Employee: [] Current Hour View: Entered Status: Open Revision: 3

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Oct 31, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	Sat 10/16	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Charge Totals
1	CFOFIN	CFO - Finance	R									100.0
2		Vacation	VAC					8.0	8.0			16.0
3	CFOFIN	CFO - Finance	R									-100.0
4		Vacation	VAC					-8.0	-8.0			-16.0
5	CFOFIN	CFO - Finance	R									100.0
6		Vacation	VAC					8.0	8.0			16.0
7												
8												
9												
10												
11												
12												
13												
Regular								8.0	8.0			116.0
Overtime												
Total								8.0	8.0			116.0

Signature: [] Approval: SMITH, JANET P. (S4579)

Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

Done Local intranet

Enter the correct information

Click on Save

The system provides an audit of all timesheet revisions and corrections

Input the reason for the timesheet correction

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://misw5:7002/DeltekTC/TimeCollection.msv>

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee Current Hour View: Status: Revision:

Class: Semi-Monthly Period Ending:

Project	Charge Description	Pay Type	Sat 10/16	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Charge Totals
1 CFOFIN	CFO - Finance	R									100.0
2	Vacation	VAC					8.0	8.0			16.0
3 CFOFIN	CFO - Finance	R									-100.0
4	Vacation	VAC					-8.0	-8.0			-16.0
5 CFOFIN	CFO - Finance	R									100.0
6	Vacation	VAC					8.0				8.0
7 PERSONAL SICK	Sick Leave (Personal)	SIC						8.0			8.0
8											
9											
10											
11											
12											
13											
Regular							8.0	8.0			116.0
Overtime											
Total							8.0	8.0			116.0

Signature Approval: SMITH, JANET P. (S4579)

Legend: ☒ Holiday ☒ Vacation ☐ Non-Work Day

Done Local intranet

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://misw5:7002/DeltekTC/TimeCollection.msv>

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee Current Hour View: Status: Revision:

Class: Semi-Monthly Period Ending:

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Revision Explanation

Revision: 4

Revision	Project	Charge Description	Pay Type	Explanation
5	CFOFIN	5039-001 CFO - Finance	Added Line	
5	10/29/04	CFOFIN	5039-001 CFO - Finance	Added Hours
6		2440-001 Vacation	Added Line	
6	10/20/04		Vacation	Added Hours
6	10/21/04		Vacation	Added Hours
7	PERSONAL SICK	4110-200 Sick Leave (Personal)	Added Line	
7	10/21/04	PERSONAL SICK	4110-200 Sick Leave (Personal)	Added Hours

Explanation: Charged vacation instead of sick

OK Cancel

Signature Approval: SMITH, JANET P. (S4579)

Legend: ☒ Vacation ☐ Non-Work Day

Done Local intranet

- For audit purposes, this reason has to be valid
- Since the system maintains an audit of all revision and correction explanations, these comments will be viewable by all those with rights

Audit Log

The upper right-hand corner of the timesheet displays the revision #

If the timesheet has not been revised at all, it will display revision 1

Click on audit to view the audit log

The screenshot shows the 'Deltek Time & Expense - Timesheet' interface in a Microsoft Internet Explorer browser. The address bar shows the URL: https://misw5:7002/Deltek/TimeCollection.msv. The main navigation bar includes buttons for Open, Save, Search, Print, Audit, Leave, and Reverse Timesheet. The 'Audit' button is circled in red. The status bar at the bottom right shows 'Revision 2'. The main grid displays a timesheet for Employee 'JLAB' with columns for Project, Charge Description, and dates from Sat 10/16 to Fri 10/22. The 'Total' row shows 100.0 hours.

The Revision Audit pop-up box shows any revisions and/or corrections made to the timesheet and the corresponding reason(s)

Signature and approval information also can be viewed through Audit

The screenshot shows the 'Deltek Time & Expense - Timesheet' interface with the 'Revision Audit' pop-up box open. The pop-up box displays a table of revisions for Revision 2. The table has columns for Line No, Hours, Date, Project, Account, Charge Description, and Revision Description. The revisions listed are: Line 3, Sep 16, 2004, VACATION, 2440-001, Vacation, Added Hours; Line 3, Sep 17, 2004, VACATION, 2440-001, Vacation, Added Hours; and Line 4, Sep 16, 2004, PERSONAL SICK, 4110-200, Sick Leave (Personal), Changed Hours From. The pop-up box also includes fields for Explanation, Signed By, Date Signed, Approved By, and Date Approved. The main timesheet grid is visible in the background, showing the same employee and dates as the first screenshot.

Leave Balances

To view leave information, click on Leave

Deltak Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://misw5:7002/DeltakTC/TimeCollection.msv> Go Links

Timesheet

Employee [SMITH, JANET P. (S4579)] Status [Missing] Revision [1]

Class [Salary/Exempt/Percent] Semi-Monthly Period Ending [Nov 30, 2004]

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Charge Totals
1	FAMILY SICK	Sick or Bereavement Leave (Fam)	FAM									
2	CFOFIN	CFO - Finance	R									
3	PERSONAL SICK	Sick Leave (Personal)	SIC									
4	VACATION	Vacation	VAC									
5												
6												
7												
8												
9												
10												
11												
12												
13												
	Regular											
	Overtime											
	Total											

Signature _____ Approval _____

Legend: Holiday Vacation Non-Work Day

Done Local intranet

Leave pop-up screen

Click on the dropdown arrow beside Leave Type and select which leave you want to view

Deltak Time & Expense - Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://misw5:7002/DeltakTC/TimeCollection.msv> Go Links

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee [SMITH, JANET P. (S4579)] Status [Missing] Revision [1]

Class [Salary/Exempt/Percent] Semi-Monthly Period Ending [Nov 30, 2004]

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Charge Totals
1	FAMILY SICK											
2	CFOFIN											
3	PERSONAL SICK											
4	VACATION											
5												
6												
7												
8												
9												
10												
11												
12												
13												
	Regular											
	Overtime											
	Total											

Signature _____ Approval _____

Legend: Holiday Vacation Non-Work Day

Done Local intranet

Leave

Leave Type: Holiday Balance: 16.0000

Date	Leave Type	Hours	Reason
Nov 25, 2004	Vacation	8.0000	Thanksgiving
Nov 26, 2004	Accrued	8.0000	Day after Thanksgiving

* The leave balance will not include any taken transactions that have not been saved.

Close

The leave pop-up screen will display leave balances as well as accruals and hours taken for the current calendar year

Leave hours taken will be deducted from the running leave balance when the timesheet is saved

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 30, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Charge Totals
1	FAMILY SICK										
2	CFOFIN										
3	PERSONAL SICK										
4	VACATION										
5											
6											
7											
8											
9											
10											
11											
12											
13											
	Regular										
	Overtime										
	Total										

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: SMITH, JANET P. (S4579) Status: Missing Revision: 1

Class: Salary/Exempt/Percent Semi-Monthly Period Ending: Nov 30, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Charge Totals
1	FAMILY SICK										
2	CFOFIN										
3	PERSONAL SICK										
4	VACATION										
5											
6											
7											
8											
9											
10											
11											
12											
13											
	Regular										
	Overtime										
	Total										

Signature: _____ Approval: _____

Legend:
■ Holiday
■ Vacation
■ Non-Work Day

Managing MyDesktop

Icons

House – Desktop
? – Help
i – About T & E
Door – Exit

My Tasks

Any system
assigned tasks

My Timesheets

Displays links to
the last 12
timesheets that
have been entered

My Alerts

Informational
timesheet notices
only

My Menu

Links to functional
items (can be same
as far left-hand
side menu

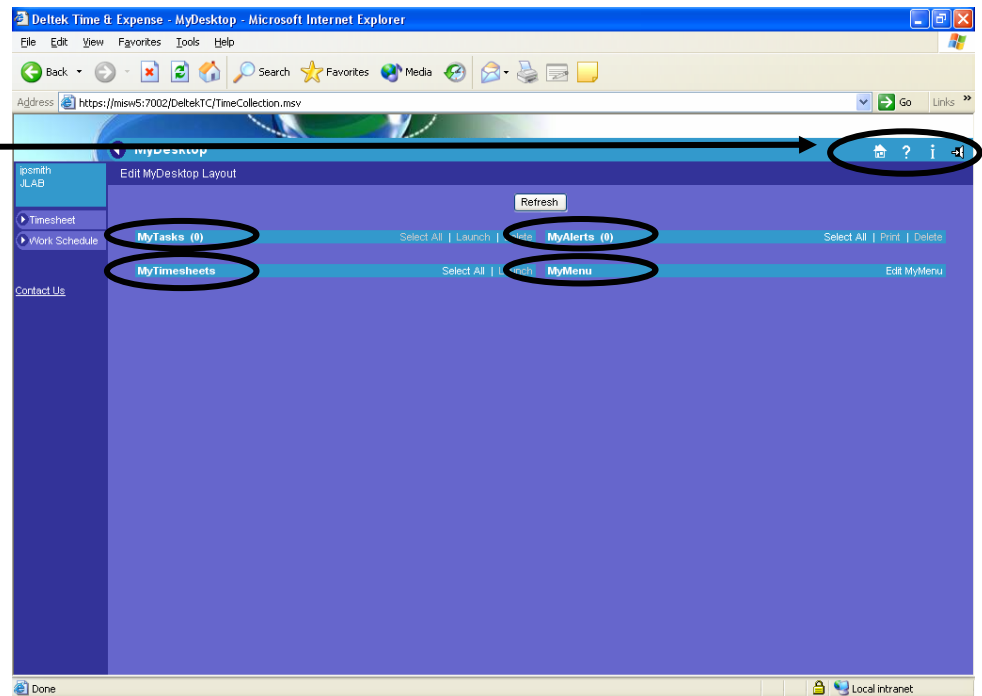
To perform tasks

Click on the plus
sign beside a task
line to drill down
for task detail

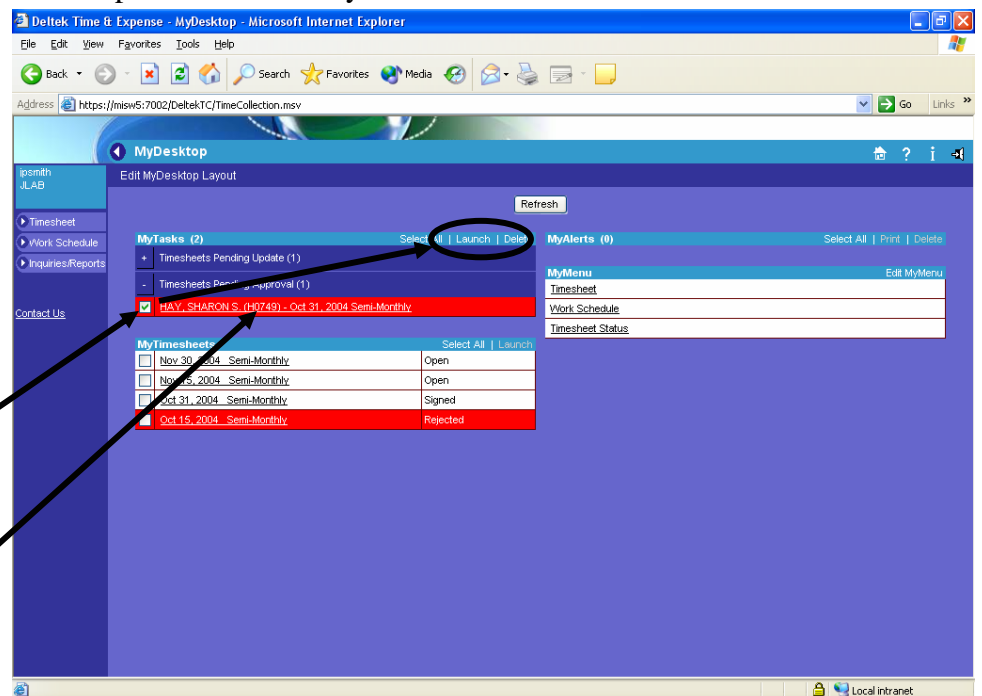
To load the
timesheet for
completing the
task, either

Click in the box
beside the
timesheet and
select Launch, or

Click on the actual
underlined
timesheet link



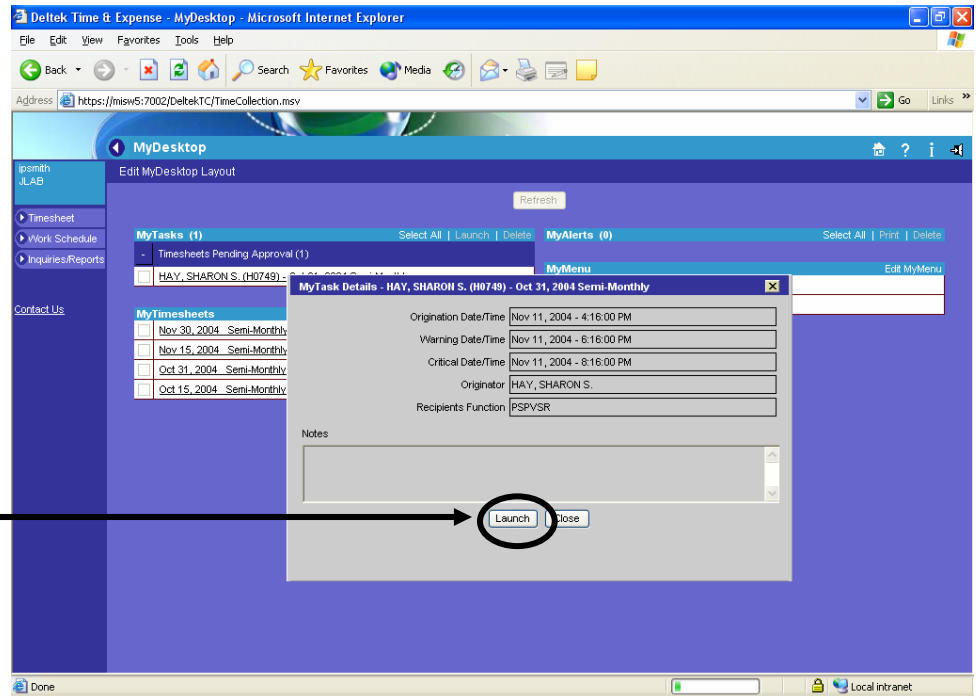
- Any rows that display in yellow are at the “Warning” level and need to be completed as soon as possible
- Any rows that display in red are at the “Critical” stage and need to be completed immediately



- Clicking the box beside each timesheet and selecting Launch is the best method for multiple timesheets

If the line link is used, then this “My Task Details” popup box will appear

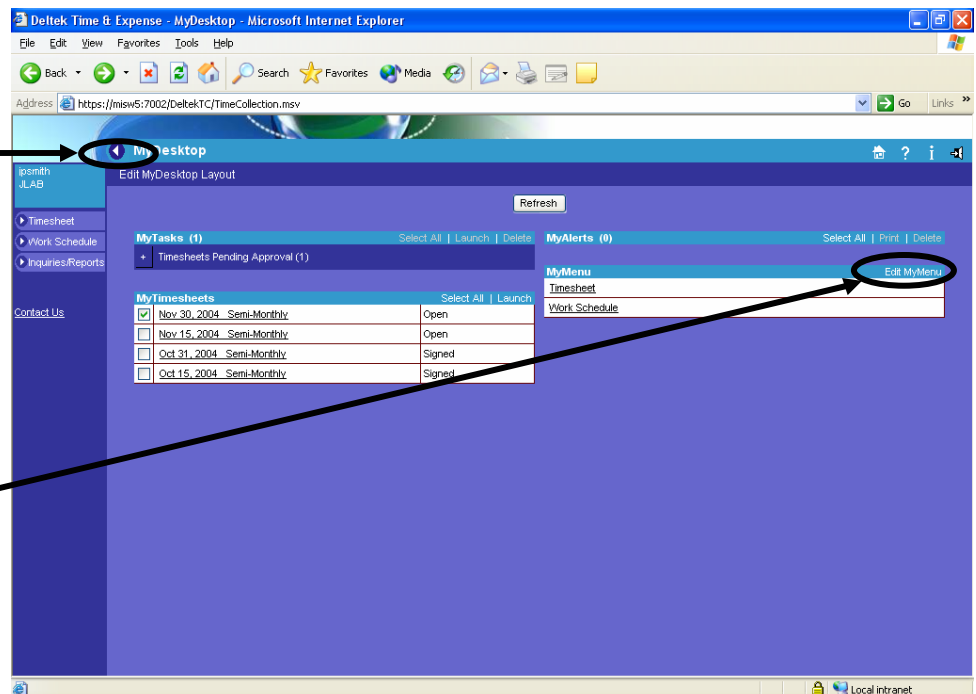
Click on Launch to view the timesheet



- Perform the assigned task when the timesheet appears

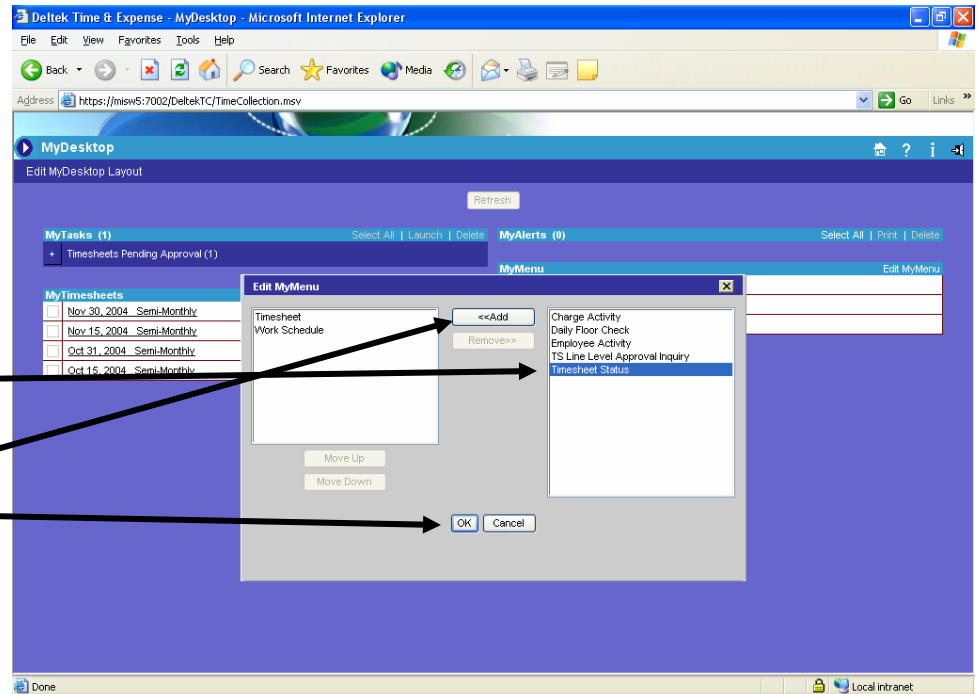
To hide the left-hand side menu, click on the left arrow beside “MyDesktop”

To add or remove items from “My Menu,” click on Edit my Menu

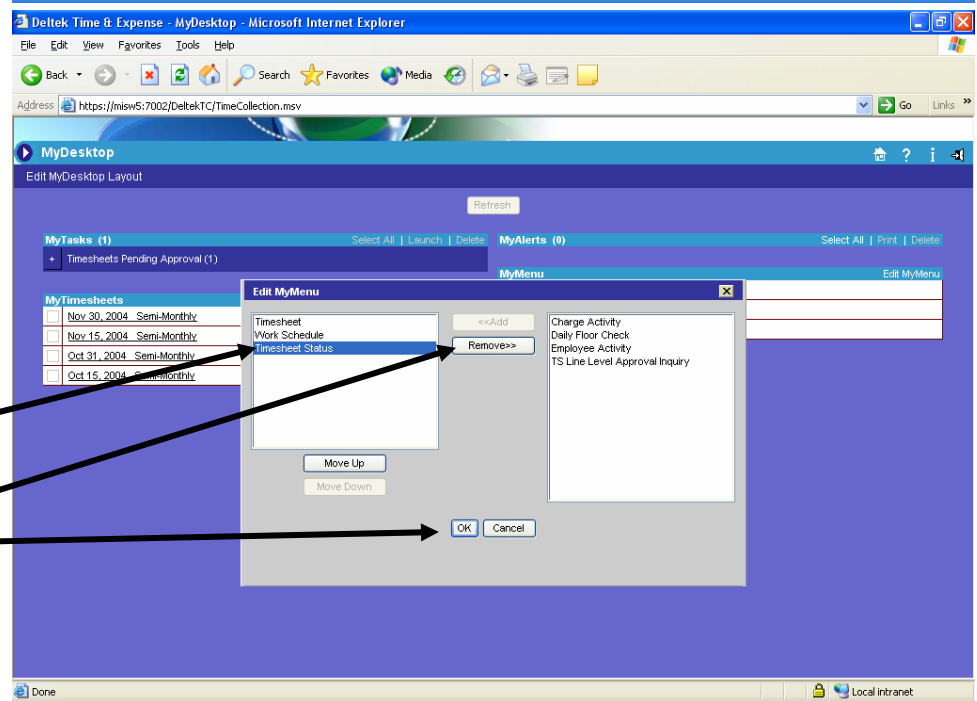


Edit MyMenu pop-up screen

To add items to your desktop,
Highlight the item from the list on the right
Click on Add
Click on OK



To remove items from your desktop,
Highlight the item from the list on the left
Click on Remove
Click on OK

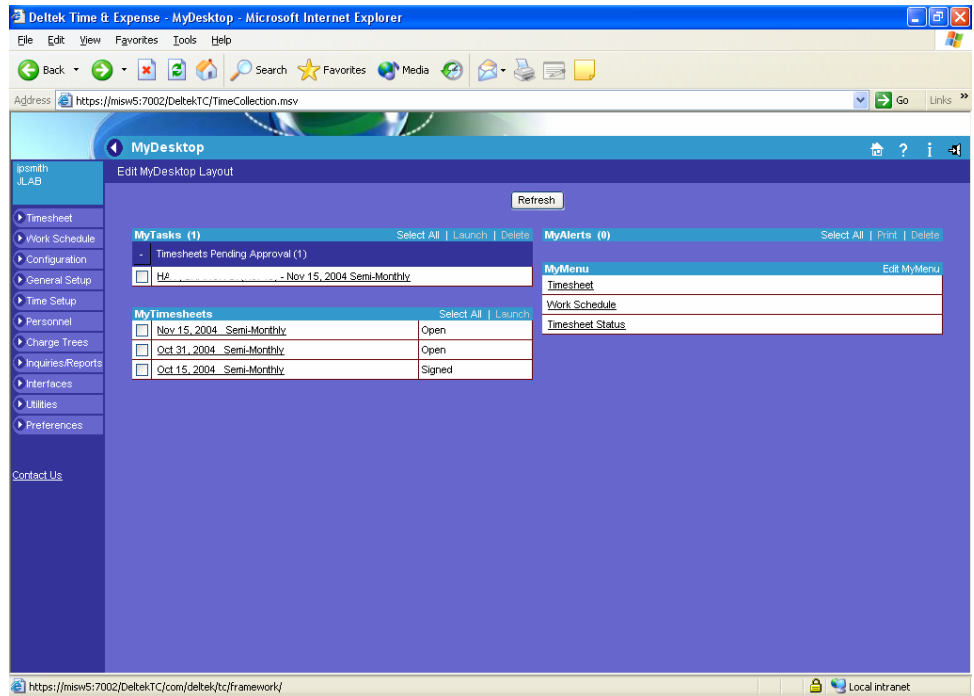


Supervisory & Administrative Section

Supervisory tasks show in the **MyTasks** section of the desktop

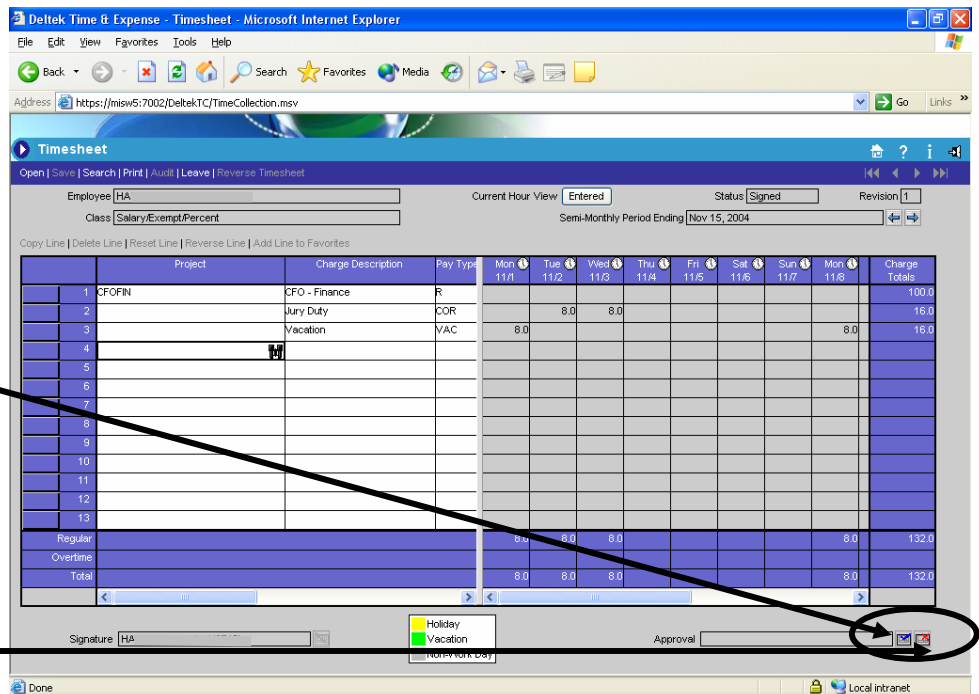
To access a timesheet waiting for approval, click to launch the timesheet

To approve more than one timesheet at a time,
1) Click Select All
2) Click Launch

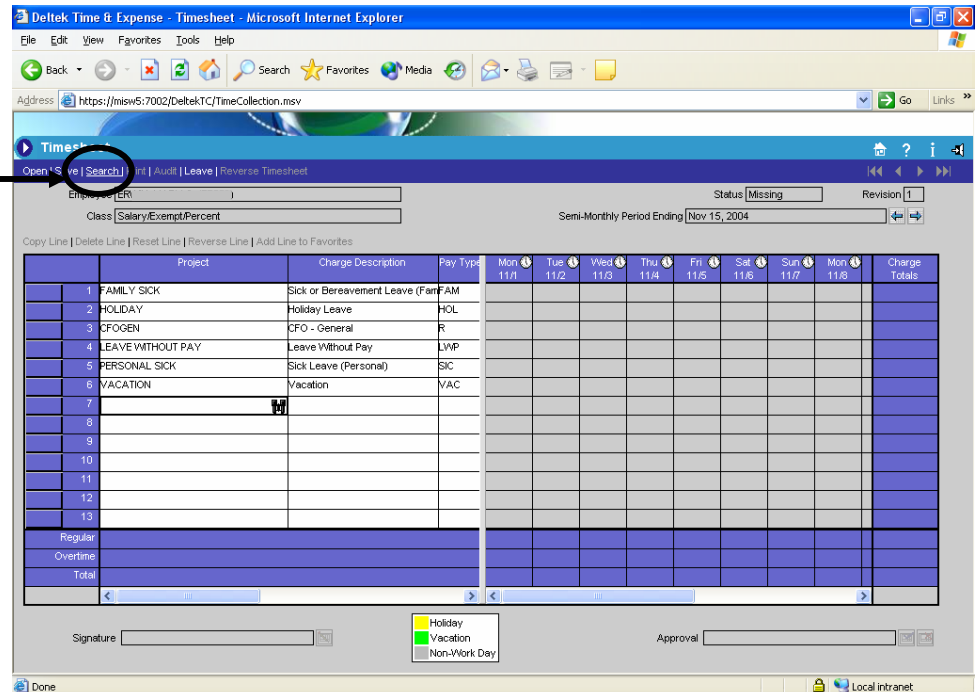


Click on the box with the blue check mark to approve an employee's timesheet

Click on the box with a red X to reject an employee's timesheet



Supervisors and Division Coordinators can view employee timesheets by selecting the search option while on the timesheet screen

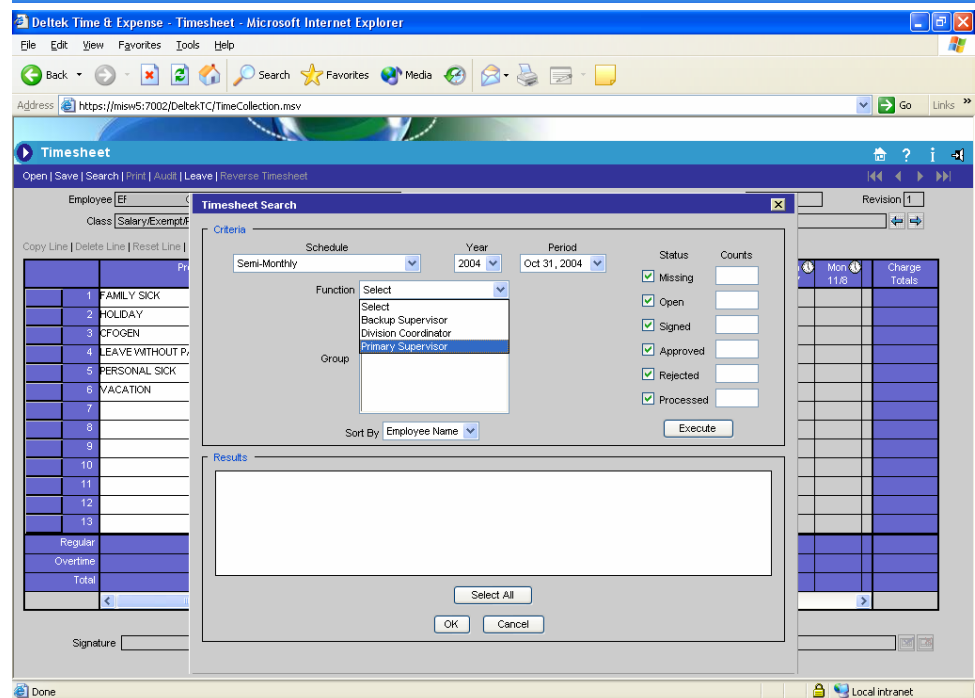


Select the timesheet period

Function

To view timesheets of your direct reports, select the functional role of Primary Supervisor

To view timesheets for employees of your direct reports, select the functional role of Backup Supervisor



- Not everyone will have the same functional roles, some may be only Primary Supervisors, some may be only Division Coordinators
- The Division Coordinator role is available only to a few employees in each division

Highlight the group for which you want to view timesheets

Status
Once the functional role has been selected, click beside the boxes in the status section to select specific timesheet statuses

- Missing – Timesheet has not been updated at all
- Open – Timesheet has been saved, but may not be complete
- Signed – Timesheet has an employee-type signature
- Approved – Timesheet has been approved by someone in a supervisory role
- Rejected – Timesheet was rejected by someone in a supervisory role
- Processed – Timesheet was pulled in and processed for payroll

Click on Execute once the Period, Function, and Status types have all been selected

To view a specific timesheet, highlight the employee

Click on OK

Employee ER
Class Salary/Exempt

Copy Line | Delete Line | Reset Line

Criteria

Schedule: Semi-Monthly
Year: 2004
Period: Oct 31, 2004
Status: ☒ Missing, ☒ Open, ☐ Signed, ☐ Approved, ☐ Rejected, ☐ Processed

Function: Primary Supervisor
Group: ER

Sort By: Employee Name

Results

Employee Name	Status	Charge Totals
DE	Missing	11.8
TUI	Missing	
PJ	Missing	
TUI	Missing	

Select All
OK Cancel

If needed, the Supervisor can complete the timesheet for the employee, then save and sign

If anyone besides the employee signs his/her timesheet, the system considers it a revision and will ask for an explanation

Employee DE
Class Salary/Exempt/Percent

Semi-Monthly Period Ending Oct 31, 2004
Status Missing
Revision 1

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

Project	Charge Description	Pay Type	Sat 10/16	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Charge Totals
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Regular											
Overtime											
Total											

Signature _____

Approval _____

Legend:
 Holiday
 Vacation
 Non-Work Day

If the supervisor signs the timesheet, his/her name will display in red in the Signature block

Because the timesheet requires two signatures, the Backup Supervisor or Division Coordinator will have to approve the timesheet

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: DE
Class: Salary/Exempt/Percent
Current Hour View: Entered
Status: Signed
Revision: 2
Semi-Monthly Period Ending: Oct 31, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27	Thu 10/28	Fri 10/29	Sat 10/30	Sun 10/31	Charge Totals
1	CFOFIN	CFO - Finance	R						100.0			100.0
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular									100.0			100.0
Overtime												
Total									100.0			100.0

Signature: EF
Approval:
Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

- When someone other than the employee signs his/her timesheet, the employee will be assigned a task to validate the timesheet by signing

Timesheet showing a signature and an approval

Deltek Time & Expense - Timesheet - Microsoft Internet Explorer

Address: https://misw5:7002/DeltekTC/TimeCollection.msv

Timesheet

Open | Save | Search | Print | Audit | Leave | Reverse Timesheet

Employee: DE
Class: Salary/Exempt/Percent
Current Hour View: Entered
Status: Approved
Revision: 2
Semi-Monthly Period Ending: Oct 31, 2004

Copy Line | Delete Line | Reset Line | Reverse Line | Add Line to Favorites

	Project	Charge Description	Pay Type	Sat 10/16	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Charge Totals
1	CFOFIN	CFO - Finance	R									100.0
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
Regular												100.0
Overtime												
Total												100.0

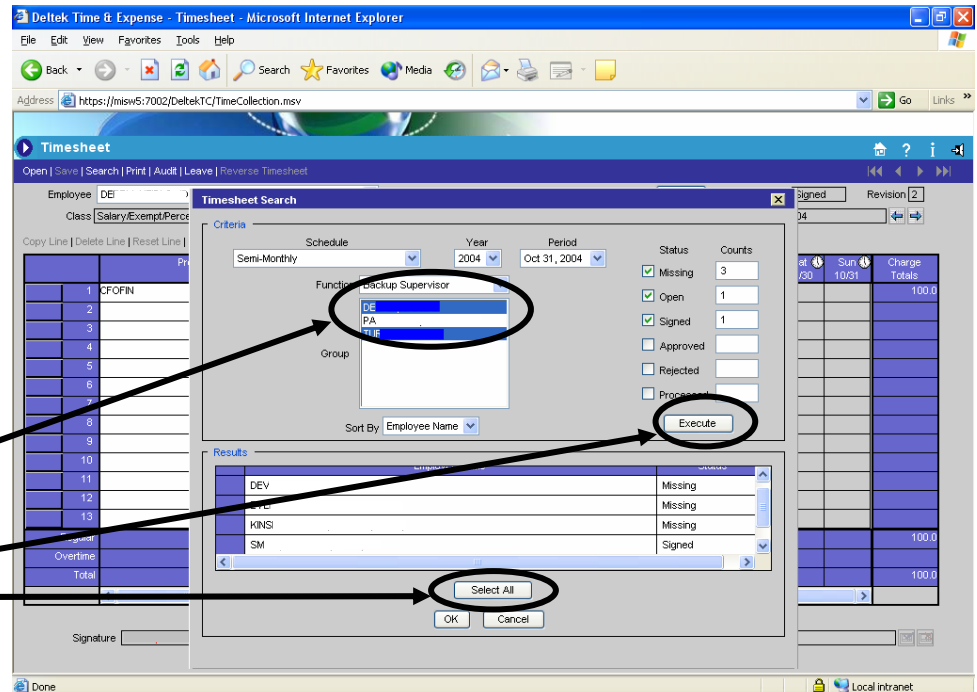
Signature: EF
Approval: SMI
Legend: Holiday (Yellow), Vacation (Green), Non-Work Day (Grey)

When the Primary Supervisor is not available to approve timesheets, the Backup Supervisor can go into the timesheet search and select approve under the Backup Supervisor function

Select the groups you want to approve

Click on Execute

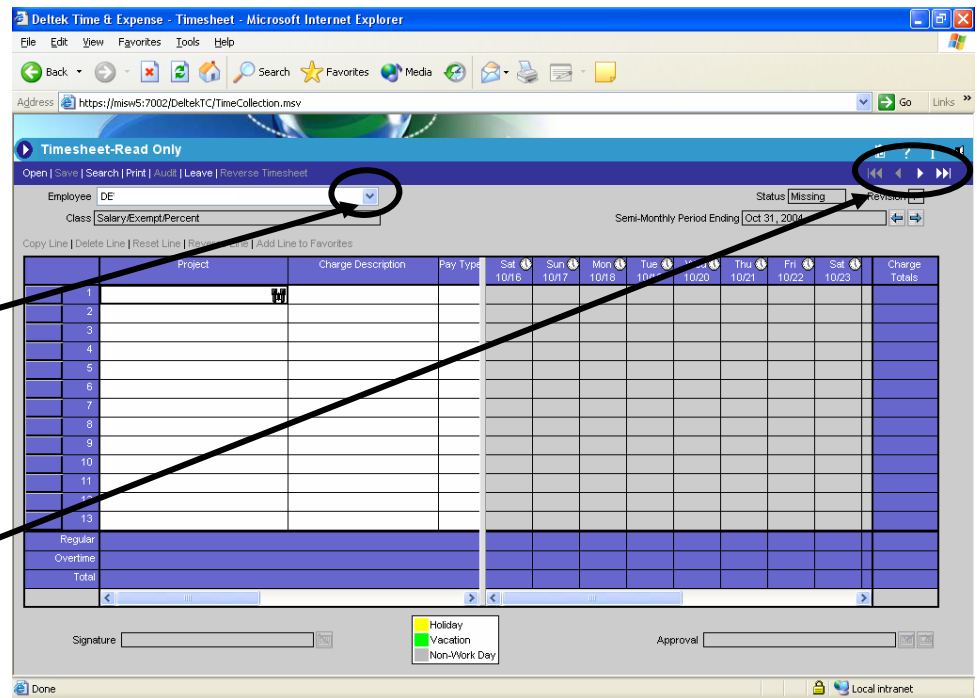
Select All



The timesheets can be viewed by two different methods

Either select the employees using the dropdown arrow by the employee name, or

Click on the white arrows to scroll through each selected employee's timesheet



Appendix

Timesheet Classes

Employee Class Description	Paid Overtime?	Leave Allowed?	Shift Allowed?	Call-in?
Casual/Non-Exempt	Yes	No	No	Yes
Graduate/Exempt/Percent	No	No	No	No
Machine Shop/Exempt/Daily	No	Yes	No	No
Machine Shop/Non-Exempt	Yes	Yes	No	Yes
Part-Time/Exempt/Daily	No	Yes	No	No
Part-Time /Exempt/Percent	No	Yes	No	No
Part-Time/Non-Exempt	Yes	Yes	No	Yes
Salary/Exempt/Daily	No	Yes	No	No
Salary/Exempt/Percent	No	Yes	No	No
Salary/Non-Exempt	Yes	Yes	No	Yes
Salary/Shift/Non-Exempt	Yes	Yes	Yes	Yes
Student/Non-Exempt	Yes	No	No	No

Timesheet Statuses

Missing	No information has been entered in the timesheet for the period.
Open	The timesheet has been saved, but has not been signed by the employee. The timesheet may or may not be complete.
Signed	The timesheet has been signed by the employee or an employee representative, but has not been approved by the Supervisor, Back-up Supervisor or Division Coordinator.
Approved	The timesheet has been approved by someone in a supervisory role, but has not been processed by the Payroll Department.
Rejected	The Supervisor, Back-up Supervisor, or Division Coordinator has rejected the timesheet, but the employee has not corrected it.
Processed	The timesheet has been successfully processed (exported) by the Payroll Department.

Example of Dangling Week Overtime Calculation

Sept	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
Project	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Time																
Reg	8	8	8			8	8	8	8	8			8	8	8	88
CFOFIN													2	2	2	
Overtime																6

Sept	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
Project	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
Time																
Reg	8	8			8	8	8	8	8			8	8	8	8	88
CFOFIN																
Overtime																

Sept	13	14	15	16	17	18	19
Project	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time							
Reg	8	8	8	8	8		
CFOFIN							
Overtime	2	2	2				

Current	(Pay Date Oct 1)			(Pay Date Oct 16)		
	Sept 15			Sept 30		
	Hrs	Dollars		Hrs	Dollars	
Reg	88	866.67		88	866.67	
Prem OT (1.5 X)				6	90.00	
Straight OT (1 X)				0	-	
Total	88	866.67		94	956.67	

New	(Pay Date Oct 1)			(Pay Date Oct 16)		
	Sept 15			Sept 30		
	Hrs	Dollars		Hrs	Dollars	
Reg	88	866.67		88	866.67	
Prem OT (1.5 X)				6	90.00	
Straight OT (1 X)	6	60.00		(6)	(60.00)	
Total	94	926.67		88	896.67	